

1994

By-Laws 1982-1994

Bowling Green State University. Administrative Staff Council

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By-Laws of the Administrative Staff Council

1982

ARTICLE 1 MEETINGS

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

Section 6: Attendance Policy

An Administrative Staff Council member who is absent from three consecutive regular meetings without having sent an alternate or a total of five meetings during the academic year, and who has not offered for such absences reasons acceptable to the Executive Committee, shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

ARTICLE 2 COMMITTEES

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve on ASC standing committees. Ballots will be distributed annually at the April council meeting and results announced at the May meeting. Ballots shall be returned within two weeks. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and four other council members in the last year of their terms. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.
- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study, and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Amendments - This committee shall be comprised of four members. It shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. Annually, in February, a request will be filed through the Monitor for nominations and volunteers from the entire administrative staff for specific university standing committees. Ballots shall be mailed to all administrative staff in April and returned within two weeks. Results will be announced at the May meeting. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

ARTICLE 3 ELECTIONS

Section 1: Elections to the Administrative Staff Council

Annually, in January, the Elections Committee will assess ASC membership apportionment on the basis of one representative for each ten or fewer contract staff administrators in each Vice Presidential or Presidential area. The Committee will report its findings and recommendations to the Executive Committee. The Elections Committee will prepare and

circulate to each administrative staff member, by Vice Presidential or Presidential area, nomination forms for the purpose of receiving from the total administrative staff the names of individuals in their Vice Presidential or Presidential areas whom they wish to nominate for election to the Administrative Staff Council. The nomination forms must be returned within two weeks. The Elections Committee will tabulate the nomination ballots and review the list for eligibility purposes. All nominees will be contacted to ascertain their willingness to run for election. Annually, during February and upon receiving approval of the nomination list by the Executive Committee, the Elections Committee will announce the candidates for each Vice Presidential or Presidential area. The Elections Committee shall send ballots to all administrative staff at least three weeks before the regularly scheduled March meeting. The ballots will call for a return date of ten days from the date sent. No ballots will be accepted after the deadline date. The Elections Committee shall count all ballots. Ballots and working papers will be retained until the election has been certified. A permanent list of the election results shall be kept. Committee members will not reveal the voting results until reported at a council meeting. The Elections Committee will report the results of the election at the regularly scheduled March council meeting. The council shall validate the conduct of the election and shall certify the election. After certification, the Election Committee shall retain for one month, all envelopes, ballots and working papers which shall then be destroyed. The council has the option of inviting the newly elected council members to the April meeting of the council. Positions vacated by resignation or for other reasons prior to the dates of the annual election shall be filled by the Executive Committee by appointment from the Vice Presidential or Presidential area represented by the vacated position. The vacant position shall be offered to the person who received the next highest number of votes in the preceding election. Such appointments shall be ratified by the Administrative Staff Council and shall continue until the next regular election.

Section 2: Elections to ASC and University Standing Committees

The specific elections procedures for ASC and university standing committees are delineated in Article 2, Sections 2 and 3. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.

Section 3: Elections to the ASC Executive Committee and Election of Officers

The specific elections procedures for officers and the Executive Committee are covered in Article 2, Section 2. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.

ARTICLE 4 FINANCES

A committee consisting of at least two ASC members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account:

This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

ARTICLE 5 OFFICIAL LIAISON

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor", published by the Bowling Green State University Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Advisory Committee

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Advisory Committee. This liaison will attend meetings of the CSAC and will serve as a communications link between the two groups.

ARTICLE 6 QUORUM

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of a majority of Administrative Staff Council or committee membership.

Section 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

ARTICLE 7 RULES OF ORDER

Roberts' Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

ARTICLE 8 AMENDMENTS OF CHARTER AND BY-LAWS

Section 1

Amendments to the Charter and/or the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10% of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the Charter or By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The Charter and/or By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the Charter and By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the Charter and/or By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.

November 2, 1982

MEMORANDUM

TO: Administrative Staff Members

FROM: Administrative Staff Steering Committee

RE: Nomination Ballot for the Administrative Staff Council

Ballots to nominate individuals to stand for election to the Administrative Staff Council are enclosed. The ballots are divided into organizational areas, which reflect the organizational chart as presented to the Board of Trustees in July. The number of nominations is based on a 10% representation by area as stipulated in the Administrative Staff Charter.

On the enclosed nomination ballots, you may nominate individuals from all areas of the University. Then, once the listing of nominees is returned, an election ballot will be prepared and mailed on November 22 to elect members to the Administrative Staff Council. On this election ballot, you will vote only for Council members within your own area.

The following dates have been set by the Steering Committee for the nomination and election process:

November 16	Nominations due
November 22	Election ballots for Administrative Staff Council mailed
December 3	Election ballots due
December 6	Election results announced

Please return these nomination lists to Joseph Martini, Office of the Bursar, no later than November 16, 1982.

If you have any questions, please feel free to contact any member of the Steering Committee.

Cary Brewer	20441	Jim Litwin	22681
Zola Buford	20441	Joe Martini	22815
Jill Carr	22011	Russ Meister	22112
Sue Crawford	20495	Norma Stickler	22915
Tom Glick	22086		

Bylaws of the Administrative Staff Council

Article (1) Meetings

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the entire year. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by a majority of members of the full Council. The agenda for a special meeting shall be sent out with the notice of the meeting and, if possible, at least three days in advance of the meeting.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Article (2) Committees

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September. The Executive Committee may also create ASC ad hoc committees as the need arises and appoint members who need not be ASC representatives. Additionally, the Executive Committee shall appoint ASC representatives to university ad hoc committees.

Section 2: Standing Committees

The members of ASC standing committees will be elected by ASC representatives. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and four other council members in the last year of their terms. The committee shall assist the secretary in initiating, conducting, tabulating, and announcing the results of nominations and elections for both ASC and university standing committees and in maintaining election eligibility and voting records.
- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study, and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be a member of the Executive Committee, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university.

- 11
- E. Amendments - This committee shall be comprised of four members. It shall both initiate and receive proposed amendments to the charter or bylaws and shall report to the ASC on all proposed amendments.

Section 3: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee. After two years, an ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

Article (3) Elections

Section 1

The Elections Committee will, two months before the next to last regularly scheduled council meeting of the academic year, assess membership appointment on the basis of one representative for each group of ten or fewer contract staff administrators. The Committee will report its findings and recommendations to the Executive Committee.

Section 2

The Elections Committee will prepare and circulate to each contract staff administrator, by Vice Presidential area, nomination forms for the purpose of receiving from the membership the names of individuals they wish to have represent them on the Administrative Staff Council.

Section 3

The Elections Committee will tabulate the nomination ballots and review the list for eligibility purposes. At least two nominees will be recommended to fill each vacancy. The two or more nominees selected will be those who receive the most votes and agree to run for election.

Section 4

Upon receiving approval of the nomination list by the Executive Committee, the Elections Committee will, one month before the next to the last regularly scheduled council meeting of the academic year, announce the candidates for each Vice Presidential area.

Section 5

The Elections Committee shall send ballots to council members at least three weeks before the next to the last regularly scheduled council meeting of the academic year. The ballots will call for a return date of ten days from the date sent. The ballots shall be mailed with two return envelopes. One envelope will contain the sealed ballot, and the other will have a prefixed return address with the signature of the voter shown on the reverse side. No envelopes will be accepted after the deadline date.

Section 6

The Elections Committee shall review the signatures on the returned envelopes for voter eligibility purposes. All invalid envelopes will not be opened but will be counted and retained until the election has been certified. All valid envelopes will be opened, sealed inner envelopes pulled

Article 3, Section 6 (continued)

and placed apart from the outer envelopes. Outer envelopes will be retained until the election has been certified. Inner envelopes will be thoroughly mixed and opened. Ballots will be tabulated. Working papers will be retained until the election has been certified. Committee members will not reveal the voting results until reported at a council meeting.

Section 7

The Elections Committee will report the results of the election at the next to the last regularly scheduled council meeting of the academic year. The council shall validate the conduct of the election and shall certify the election. After certification, the Election Committee shall retain for one month, all envelopes, ballots and working papers which shall then be destroyed.

Section 8

The council has the option to invite or not invite the newly elected council members to the last regularly scheduled meeting of the council.

Article (4) Finances

Article (5) Official Liaison

Section 1: University Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official University liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor," published by the BGSU Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the BGSU Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Advisory Committee

Article (6) Quorum

For the conduct of business a quorum shall consist of a majority of council or committee membership.

Article (7) Rules of Order

Roberts' Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

Article (8) Amendments of Charter and By-Laws

Section 1

Amendments to the Charter and/or the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the membership
- c) by the Amendments Committee

Section 2

The Amendments Committee will receive all proposed amendments to the Charter or By-Laws. The proposed amendment shall be presented in writing at an Administrative Staff Council meeting. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this section, may be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The Charter and/or By-Laws may be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to By-Laws shall be by secret ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the Charter and/or By-Laws may be withdrawn by a majority of the general membership or by a majority of the petitioners by written request of the Executive Committee.

Bylaws of the Administrative Staff Council

Article 1 Meetings

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

- REVISED

- working document -

Article 2 Committees

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint sub-committees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

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- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study, and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be the chair-elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Amendments - This committee shall be comprised of four members. It shall both initiate and receive proposed amendments to the charter or bylaws and shall report to the ASC on all proposed amendments.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

22

Article 3 Elections

any election where whole Adm staff involved.

Section 1

• use specific date for example March 15th

The Elections Committee will, two months before the next to last regularly scheduled council meeting of the academic year, assess membership apportionment on the basis of one representative for each ten or fewer contract staff administrators in each Vice Presidential area. The Committee will report its findings and recommendations to the Executive Committee.

Section 2

The Elections Committee will prepare and circulate to each administrative staff member, by Vice Presidential area, nomination forms for the purpose of receiving from the membership the names of individuals in their Vice Presidential area whom they wish to nominate for election to the Administrative Staff Council.

Section 3

The Elections Committee will tabulate the nomination ballots and review the list for eligibility purposes. All nominees will be contacted to ascertain their willingness to run for election.

Section 4

Upon receiving approval of the nomination list by the Executive Committee, the Elections Committee will, one month before the next to the last regularly scheduled council meeting of the academic year, announce the candidates for each Vice Presidential area.

Section 5

The Elections Committee shall send ballots to ^{adm staff} ~~council members~~ at least three weeks before the next to the last regularly scheduled council meeting of the academic year. The ballots will call for a return date of ten days from the date sent. No ballots will be accepted after the deadline date.

Section 6

The Election Committee shall count all ballots. Ballots and working papers will be retained until the election has been certified. Committee members will not reveal the voting results until reported at a council meeting. *Perm. listing of results be maintained*

Article 3, Elections

Section 7

The Elections Committee will report the results of the election at the next to the last regularly scheduled council meeting of the academic year. The council shall validate the conduct of the election and shall certify the election. After certification, the Election Committee shall retain for one month, all envelopes, ballots and working papers which shall then be destroyed.

Section 8

The council has the option of inviting the newly elected council members to the last regularly scheduled meeting of the council.

Section 9

Positions vacated by resignation or for other reasons prior to the date of the annual election shall be filled by the Executive Committee by appointment from the Vice Presidential area represented by the vacated position. Such appointments shall be ratified by the Administrative Staff Council and shall continue until the next regular election. (in order of previous election results)

Section 10

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential area represented by the member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. (alternates limited use)

Section 11

An Administrative Staff Council member who is absent from three consecutive regular meetings or a total of five meetings during the academic year, and who has not offered for such absences reasons acceptable to the Executive Committee, shall be designated by the Executive Committee as delinquent. (add OK if send alternate)

After the delinquent ^{his/her} Administrative Staff Council member has been notified by the Secretary of ~~their~~ ^{his/her} designation as delinquent, ~~their~~ ^{his/her} name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the delinquent Administrative Staff Council member from office.

Article 4 Finances

A committee consisting of at least two members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account:

This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

25

Article 5 Official Liaison

Section 1: University Representative

The ~~Assistant to~~ ^TThe President of Bowling Green State University, or other designee as appointed by the President, shall be the official University liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor," published by the BGSU Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

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The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the BGSU Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Advisory Committee

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the BGSU Classified Staff Advisory Committee. This liaison will attend meetings of the CSAC and will serve as a communications link between the two groups.

26

Article 6 Quorum

Adm Staff
For the conduct of business a quorum shall consist of a majority of council or committee membership. *Adm. Staff Council*

Article 7 Rules of Order

Roberts' Rules of Order, Newly Revised, shall be the authority on parliamentary *procedure* at any meeting of the council or its committees.

Article 8 Amendments of Charter and By-Laws

Section 1

Amendments to the Charter and/or the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the membership of —
- c) by the Amendments Committee

Section 2

The Amendments Committee will receive all proposed amendments to the Charter or By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The Charter and/or By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

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Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Article 8 Amendments of Charter and By-Laws

Section 8

A proposed amendment to the Charter and/or By-Laws may be withdrawn by a majority of the Administrative Staff Council membership or by a majority of the petitioners by written request of the Executive Committee.

By-Laws of the Administrative Staff Council

ARTICLE 1 MEETINGS

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

Section 6: Attendance Policy

An Administrative Staff Council member who is absent from three consecutive regular meetings without having sent an alternate or a total of five meetings during the academic year, and who has not offered for such absences reasons acceptable to the Executive Committee, shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

ARTICLE 2 COMMITTEES

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve on ASC standing committees. Ballots will be distributed annually at the April council meeting and results announced at the May meeting. Ballots shall be returned within two weeks. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and four other council members in the last year of their terms. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.
- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study, and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Amendments - This committee shall be comprised of four members. It shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. Annually, in February, a request will be filed through the Monitor for nominations and volunteers from the entire administrative staff for specific university standing committees. Ballots shall be mailed to all administrative staff in April and returned within two weeks. Results will be announced at the May meeting. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

ARTICLE 3 ELECTIONS

Section 1: Elections to the Administrative Staff Council

Annually, in January, the Elections Committee will assess ASC membership apportionment on the basis of one representative for each ten or fewer contract staff administrators in each Vice Presidential or Presidential area. The Committee will report its findings and recommendations to the Executive Committee. The Elections Committee will prepare and

circulate to each administrative staff member, by Vice Presidential or Presidential area, nomination forms for the purpose of receiving from the total administrative staff the names of individuals in their Vice Presidential or Presidential areas whom they wish to nominate for election to the Administrative Staff Council. The nomination forms must be returned within two weeks. The Elections Committee will tabulate the nomination ballots and review the list for eligibility purposes. All nominees will be contacted to ascertain their willingness to run for election. Annually, during February and upon receiving approval of the nomination list by the Executive Committee, the Elections Committee will announce the candidates for each Vice Presidential or Presidential area. The Elections Committee shall send ballots to all administrative staff at least three weeks before the regularly scheduled March meeting. The ballots will call for a return date of ten days from the date sent. No ballots will be accepted after the deadline date. The Elections Committee shall count all ballots. Ballots and working papers will be retained until the election has been certified. A permanent list of the election results shall be kept. Committee members will not reveal the voting results until reported at a council meeting. The Elections Committee will report the results of the election at the regularly scheduled March council meeting. The council shall validate the conduct of the election and shall certify the election. After certification, the Election Committee shall retain for one month, all envelopes, ballots and working papers which shall then be destroyed. The council has the option of inviting the newly elected council members to the April meeting of the council. Positions vacated by resignation or for other reasons prior to the dates of the annual election shall be filled by the Executive Committee by appointment from the Vice Presidential or Presidential area represented by the vacated position. The vacant position shall be offered to the person who received the next highest number of votes in the preceding election. Such appointments shall be ratified by the Administrative Staff Council and shall continue until the next regular election.

Section 2: Elections to ASC and University Standing Committees

The specific elections procedures for ASC and university standing committees are delineated in Article 2, Sections 2 and 3. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.

Section 3: Elections to the ASC Executive Committee and Election of Officers

The specific elections procedures for officers and the Executive Committee are covered in Article 2, Section 2. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.

ARTICLE 4 FINANCES

A committee consisting of at least two ASC members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account:

This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

ARTICLE 5 OFFICIAL LIAISON

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor", published by the Bowling Green State University Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Advisory Committee

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Advisory Committee. This liaison will attend meetings of the CSAC and will serve as a communications link between the two groups.

ARTICLE 6 QUORUM

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of a majority of Administrative Staff Council or committee membership.

Section 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

ARTICLE 7 RULES OF ORDER

Roberts' Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

ARTICLE 8 AMENDMENTS OF CHARTER AND BY-LAWS

Section 1

Amendments to the Charter and/or the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10% of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the Charter or By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The Charter and/or By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the Charter and By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the Charter and/or By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.



Bowling Green State University

Office of Registration and Records
Bowling Green, Ohio 43403
1 (419) 372-0441
Cable: BGSUOH

Jess Deane

January 5, 1984

MEMORANDUM

TO: Administrative Staff Council

FROM: Judi Roller *JR*
Joe Martini

RE: Bylaws - One More Time

Attached is another set of Bylaws. Newest additions are:

1. Article 2, Section 2: The sentence "Ballots shall be returned within two weeks."
2. Article 2, Section 3:
 - A. The sentence beginning "Annually, in February, ..."
 - B. The reference to "returned within two weeks"
 - C. The sentence beginning "Each elected representative..."
3. Article 3:
 - A. Sections 1 through 9 have been collapsed into Section 1.
 - B. All references to months have been moved up one month, e.g. "February" to "January," etc.
 - C. The sentence referring to nomination forms being returned in two weeks.
 - D. Sections 2 and 3 have been added.

JR:ns

Bylaws of the Administrative Staff Council

Article 1 Meetings

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

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Article 2 Committees

Section 1: Executive Committee

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on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.

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Section 1: Elections to the Administrative Staff Council

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The specific elections procedures for officers and the Executive Committee are covered in Article 2, Section 2. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.

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This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

Article 5 Official Liaison

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

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The "Monitor," published by the BGSU Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

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Article 6 Quorum

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business a quorum shall consist of a majority of Administrative Staff Council or committee membership.

Section 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

Article 7 Rules of Order

Roberts' Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

Article 8 Amendments of Charter and By-Laws

Section 1

Amendments to the Charter and/or the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- 3) by petition signed by 10% of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the Charter or By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The Charter and/or By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the Charter and By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the Charter and/or By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.

1/18/85

*Proposed
changes*

Administrative Staff Council By-Laws

Article 2 Committees

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve on ASC standing committees. ~~Ballots will be distributed annually at the April council meeting and results announced at the May meeting. Ballots shall be returned within two weeks.~~ Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

Section 3: University Standing Committees

Those administrative staff elected to University standing committees need not be ASC representatives and shall be elected by the entire administrative staff. ~~Annually, in February, a request will be filed through the Monitor for nominations and volunteers from the entire administrative staff for specific University standing committees. Ballots shall be mailed to all administrative staff in April and returned within two weeks. Results will be announced at the May meeting.~~ In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

ARTICLE 3 APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP

ANNUALLY, IN DECEMBER, THE EXECUTIVE COMMITTEE SHALL ASSESS THE APPORTIONMENT OF THE ASC MEMBERSHIP FOR THE PURPOSE OF DETERMINING PROPORTIONAL REPRESENTATION ON THE ASC AS PROVIDED FOR IN SECTION III OF THE ADMINISTRATIVE STAFF COUNCIL CHARTER. THE EXECUTIVE COMMITTEE SHALL REPORT ITS FINDINGS TO THE ASC.

*add Scholarship Committee to
list of standing committees
ASC "ComCom" to duties of chair elect*

Article-3-4 Elections

Section 1: NOMINATIONS AND Elections to the Administrative Staff Council

~~Annually, in January, the Elections Committee will assess ASC membership apportionment on the basis of one representative for each ten or fewer contract staff administrators in each Vice Presidential area. The Committee will report its findings and recommendations to the Executive Committee.~~

~~The Elections Committee will prepare and circulate to each administrative staff member, by Vice Presidential area, nomination forms for the purpose of receiving from the total administrative staff the names of individuals in their Vice Presidential areas whom they wish to nominate for election to the Administrative Staff Council. The nomination forms must be returned within two weeks. The Elections Committee will tabulate the nomination ballots and review the list for eligibility purposes. All nominees will be contacted to ascertain their willingness to run for election. Annually, during February and upon receiving approval of the nomination list by the Executive Committee, the Elections Committee will announce the candidates for each Vice Presidential area. The Elections Committee shall send ballots to all administrative staff at least three weeks before the regularly scheduled March meeting. The ballots will call for a return date of ten days from the date sent. No ballots will be accepted after the deadline date. The Elections Committee shall count all ballots. Ballots and working papers will be retained until the election has been certified. A permanent list of the election results shall be kept. Committee members will not reveal the voting results until reported at a council meeting. The Elections Committee will report the results of the election at the regularly scheduled March council meeting. The council shall validate the conduct of the election and shall certify the election. After certification, the Election Committee shall retain for one month, all envelopes, ballots and working papers which shall then be destroyed. The council has the option of inviting the newly elected council members to the April meeting of the council. Positions vacated by resignation or for other reasons prior to the dates of the annual election shall be filled by the Executive Committee by appointment from the Vice Presidential area represented by the vacated position. The vacant position shall be offered to the person who received the next highest number of votes in the preceding election. Such appointments shall be ratified by the Administrative Staff Council and shall continue until the next regular election~~

A. NOMINATIONS

ON COMPLETION OF THE APPORTIONMENT OF THE ASC MEMBERSHIP, THE ELECTION COMMITTEE ANNUALLY, IN JANUARY, SHALL SEEK NOMINATIONS OF CANDIDATES FOR ELECTION TO ASC. NOMINATIONS SHALL BE MADE BY AND FROM AMONG THE TOTAL ADMINISTRATIVE STAFF BY VICE PRESIDENTIAL OR PRESIDENTIAL AREA.

B. ELECTIONS

THE ELECTION COMMITTEE, ANNUALLY IN FEBRUARY AND FOLLOWING CERTIFICATION OF CANDIDATES, SHALL CONDUCT THE ASC ELECTION. VOTES SHALL BE CAST BY THE TOTAL ADMINISTRATIVE STAFF FOR THOSE CANDIDATES IN THEIR VICE PRESIDENTIAL OR PRESIDENTIAL AREA.

~~Section 3: Elections to the ASC Executive Committee and Election of Officers~~

~~The specific elections procedures for officers and the Executive Committee are covered in Article 2, Section 2. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.~~

SECTION 2: NOMINATIONS AND ELECTIONS TO UNIVERSITY STANDING COMMITTEES

ANY ADMINISTRATIVE STAFF MEMBER SHALL BE ELIGIBLE FOR MEMBERSHIP ON UNIVERSITY STANDING COMMITTEES AS PROVIDED FOR IN ARTICLE 2, SECTION 3 OF THE BY-LAWS OF THE ADMINISTRATIVE STAFF COUNCIL.

A. NOMINATIONS

ANNUALLY IN JANUARY, THE ELECTION COMMITTEE WILL SEEK FROM THE TOTAL ADMINISTRATIVE STAFF NOMINATIONS AND VOLUNTEERS FOR ELECTION TO SPECIFIC UNIVERSITY STANDING COMMITTEES.

B. ELECTION

THE ELECTION COMMITTEE, ANNUALLY IN FEBRUARY AND UPON CERTIFICATION OF CANDIDATES, SHALL CONDUCT THE ELECTION OF MEMBERS TO SPECIFIC UNIVERSITY STANDING COMMITTEES. VOTES SHALL BE CAST BY THE TOTAL ADMINISTRATIVE STAFF.

SECTION 3: NOMINATION AND ELECTION OF ASC OFFICERS

THE ASC OFFICERS SHALL BE THOSE DEFINED IN SECTION IV OF THE ADMINISTRATIVE STAFF COUNCIL CHARTER.

A. NOMINATIONS

ON COMPLETION OF THE ELECTION OF ASC REPRESENTATIVES, THE ELECTION COMMITTEE, ANNUALLY IN MARCH, SHALL REQUEST OF THE EXECUTIVE COMMITTEE THAT IT PREPARE A LIST OF NOMINEES FOR ELECTION AS OFFICERS OF ASC. ALSO, ANNUALLY IN MARCH, THE ELECTION COMMITTEE, BY NOTICE FILED THROUGH THE MONITOR, SHALL SOLICIT ADDITIONAL NOMINATIONS FOR ASC OFFICERS BY THE TOTAL ADMINISTRATIVE STAFF. NOMINEES FOR ELECTION AS ASC OFFICERS SHALL BE DRAWN FROM THE ADMINISTRATIVE STAFF COUNCIL.

B. ELECTIONS

THE ELECTION COMMITTEE, ANNUALLY IN APRIL AND FOLLOWING CERTIFICATION OF CANDIDATES, SHALL CONDUCT THE ELECTION OF ASC OFFICERS. VOTES SHALL BE CAST BY THE TOTAL ADMINISTRATIVE STAFF.

SECTION 4: NOMINATION AND ELECTION OF ASC AREA REPRESENTATIVES TO THE EXECUTIVE COMMITTEE

THE AREA REPRESENTATIVES TO THE EXECUTIVE COMMITTEE SHALL BE THOSE DEFINED IN SECTION IV OF THE ADMINISTRATIVE STAFF COUNCIL CHARTER. AREA REPRESENTATIVES SERVE ONE-YEAR TERMS AND ARE ELIGIBLE FOR RE-ELECTION.

A. NOMINATIONS

ANNUALLY IN MARCH, THE ELECTION COMMITTEE WILL PREPARE A LIST BY VICE PRESIDENTIAL AREA OF THOSE ASC MEMBERS ELIGIBLE FOR ELECTION TO THE EXECUTIVE COMMITTEE.

B. ELECTIONS

THE ELECTION COMMITTEE, ANNUALLY IN APRIL, AND FOLLOWING CERTIFICATION OF CANDIDATES SHALL CONDUCT THE ELECTION FOR ASC AREA REPRESENTATIVES TO THE EXECUTIVE COMMITTEE. VOTES SHALL BE CAST BY THE TOTAL ADMINISTRATIVE STAFF FOR THOSE CANDIDATES IN THEIR VICE PRESIDENTIAL AREA.

~~Section 2: Elections to ASC and University Standing Committees~~

~~The specific elections procedures for ASC and University standing committees are delineated in Article 2, Sections 2 and 3. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.~~

SECTION 5: NOMINATION AND ELECTION TO ASC STANDING COMMITTEES

ASC STANDING COMMITTEES SHALL BE COMPRISED OF MEMBERS OF THE ASC AS PROVIDED FOR IN ARTICLE 2, SECTION 2 OF THE BYLAWS OF THE ADMINISTRATIVE STAFF COUNCIL.

A. NOMINATION

ASC MEMBERS MAY BE NOMINATED OR MAY VOLUNTEER TO SERVE ON ASC STANDING COMMITTEES. ANNUALLY IN MARCH, THE ELECTION COMMITTEE WILL SOLICIT NOMINATIONS AND VOLUNTEERS TO SERVE ON ASC STANDING COMMITTEES.

B. ELECTION

THE ELECTION COMMITTEE, ANNUALLY IN APRIL AND FOLLOWING CERTIFICATION OF CANDIDATES, SHALL CONDUCT THE ELECTION OF MEMBERS TO ASC STANDING COMMITTEES. VOTES SHALL BE CAST BY THE TOTAL ASC MEMBERSHIP.

SECTION 6: GENERAL PROCEDURES

- a. THE ELECTION COMMITTEE SHALL PREPARE, DISTRIBUTE, RECEIVE AND TABULATE ALL NOMINATION FORMS AND ELECTION BALLOTS.
- b. THE ELECTION COMMITTEE SHALL CERTIFY CANDIDATES TO INCLUDE ELIGIBILITY FOR THE OFFICE AND THE CONSENT OF THE CANDIDATE TO STAND FOR ELECTION.
- c. THE ELECTION COMMITTEE SHALL CERTIFY THE RESULTS OF ELECTIONS. SUCH CERTIFICATION SHALL BE REPORTED TO THE EXECUTIVE COMMITTEE.
- d. THE ELECTION COMMITTEE SHALL CONDUCT NOMINATIONS AND ELECTIONS IN THOSE MONTHS DESIGNATED IN THE BY-LAWS. SUCH NOMINATIONS AND ELECTIONS SHALL COMMENCE ON THE FIRST MONDAY FOLLOWING THE REGULARLY SCHEDULED ASC MEETING IN THE MONTHS DESIGNATED.
- e. THE FINAL DATE FOR RECEIPT OF NOMINATION FORMS AND ELECTION BALLOTS IS TEN (10) WORK DAYS AFTER DISTRIBUTION BY THE ELECTION COMMITTEE.
- f. THE RESULTS OF ALL NOMINATIONS AND ELECTIONS SHALL BE REPORTED TO THE ADMINISTRATIVE STAFF COUNCIL BY THE ELECTION COMMITTEE AT THE FIRST REGULARLY SCHEDULED ASC MEETING FOLLOWING TABULATION OF THE RESULTS.
- g. THE ELECTION COMMITTEE SHALL RETAIN ALL NOMINATION FORMS, ELECTION BALLOTS AND WORKING PAPERS FOR A PERIOD OF TWENTY (20) WORK DAYS FOLLOWING THEIR TABULATION AFTER WHICH TIME THEY SHALL BE DESTROYED.
- h. THE SECRETARY OF ASC SHALL MAINTAIN A PERMANENT RECORD OF ALL NOMINATIONS AND ELECTION RESULTS.
- i. THE EXECUTIVE COMMITTEE SHALL DECIDE ANY CHALLENGE TO THE CONDUCT OR RESULTS OF A NOMINATION PROCESS OR OF AN ELECTION.

SECTION 7: RUN-OFF ELECTIONS

IF ON THE FIRST BALLOT IN AN ELECTION NO ONE CANDIDATE RECEIVES A MAJORITY OF THE VOTES CAST, BALLOTING SHALL CONTINUE UNTIL ONE CANDIDATE RECEIVES A MAJORITY OF THE VOTES CAST. BALLOTS SUBSEQUENT TO THE FIRST WILL INCLUDE THE NAMES OF THOSE WHO RECEIVED THE HIGHEST NUMBER OF VOTES AND WHO; TAKEN TOGETHER, RECEIVED AT LEAST 51 PERCENT OF THE VOTES CAST.

ARTICLE 5 VACANCIES

POSITIONS VACATED BY RESIGNATION OR FOR OTHER REASONS PRIOR TO THE DATES OF THE ANNUAL ELECTION FOR THE POSITION VACATED SHALL BE FILLED AS FOLLOWS.

SECTION 1: ASC CHAIR

A VACANCY IN THE POSITION OF ASC CHAIR SHALL BE FILLED BY THE CHAIR-ELECT.

SECTION 2: OTHER VACANCIES

A VACANCY IN OTHER POSITIONS PROVIDED FOR IN THE ADMINISTRATIVE STAFF COUNCIL CHARTER AND THE BY-LAWS SHALL BE FILLED BY THE PERSON WHO, IN THE PRECEEDING ELECTION, RECEIVED THE NEXT HIGHEST NUMBER OF VOTES FOR THE POSITION VACATED.

In the event of a tie among the next highest number of votes, the vacancy shall be filled by lot by the Executive Committee.

SECTION 3: UNFILLED VACANCIES

IN THE EVENT THAT A VACANCY IS NOT FILLED AS SPECIFIED IN ARTICLE 5, SECTIONS 1 AND 2, THE ELECTION COMMITTEE SHALL CONDUCT A SPECIAL ELECTION FOLLOWING THE ELECTION PROCEDURES FOR THAT POSITION.

Article 4 6 Finance

Article 5 7 Official Liaison

Article 6 8 Quorum

Article 7 9 Rules of Order

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Article 8 9 Amendments of ~~Charter and~~ By-Laws

Section 1

Amendments to the ~~Charter and/or the~~ By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10 percent of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10 percent of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the ~~Charter or By-Laws~~. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty (20) days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article, shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The ~~Charter and/or By-Laws~~ shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the ~~Charter and By-Laws~~ shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the ~~Charter and/or By-Laws~~ may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.

BY-LAWS OF THE
ADMINISTRATIVE STAFF COUNCIL

ARTICLE 1 MEETINGS

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

Section 6: Attendance Policy

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

ARTICLE 2 COMMITTEES

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and two other council members. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.
- B. Professional Development Committee - This four-member committee is charred with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Scholarship - This committee shall be composed of three members. The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.
- F. Amendments - This committee shall be comprised of two members. It shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.
- G. Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

ARTICLE 3 APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP

Annually, the Executive Committee shall assess the apportionment of the ASC membership for the purpose of determining proportional representation on the ASC as provided for in Section III of the Administrative Staff Council Charter. The Executive Committee shall report its findings to the ASC.

ARTICLE 4 ELECTIONS

Section 1: Elections to the Administrative Staff Council

A. Nominations

On completion of the apportionment of the ASC membership, the election committee annually shall seek nominations of candidates for election to ASC. Nominations shall be made by and from among the total administrative staff by vice presidential or presidential area.

B. Elections

The election committee, annually, and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their vice presidential or presidential area.

Section 2: Nominations and Election to University Standing Committees

Any administrative staff member shall be eligible for membership on University Standing Committees as provided in Article 2, Section 3 of the By-Laws of the Administrative Staff Council.

A. Nominations

Annually, the Election Committee will seek from the total administrative staff nominations and volunteers for election to specific University Standing Committees.

B. Election

The Election Committee, annually and upon certification of candidates, shall conduct the election of members to specific University Standing Committees. Votes shall be cast by the total Administrative Staff.

Section 3: Nomination and Election of ASC Officers

The ASC officers shall be those defined in Section IV of the Administrative Staff Council Charter.

A. Nominations

On completion of the election of ASC representatives, the Election Committee, annually, shall request of the Executive Committee that it prepare a list of nominees for election as officers of ASC. Also, annually, the Election Committee, by notice filed through the Monitor, shall solicit additional nominations for ASC officers by the total Administrative Staff Council.

B. Elections

The Election Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total Administrative Staff.

Section 4: Nomination and Election of ASC Area Representatives to the Executive Committee

The area representative to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations

Annually, the Election Committee will prepare a list by vice presidential area of those ASC members eligible for election to the Executive Committee.

B. Elections

The Election Committee, annually, and following certification of candidates shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total Administrative Staff for those candidates in their vice presidential area.

Section 5: Nomination and Election to ASC Standing Committee

ASC Standing Committees shall be comprised of members of the ASC as provided for in Article 2, Section 2 of the By-Laws of the Administrative Staff Council.

A. Nominations

ASC members may be nominated or may volunteer to serve on ASC Standing Committees. Annually, the Election Committee will solicit nominations and volunteers to serve on ASC Standing Committees.

B. Election

The Election Committee annually, and following certification of candidates, shall conduct the election of members to ASC Standing Committees. Votes shall be cast by the total ASC membership.

Section 6: General Procedures

- A. The Election Committee shall prepare, distribute, receive and tabulate all nomination forms and election ballots.
- B. The Election Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The Election Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The Election Committee shall conduct nominations and elections as designated in the By-Laws.
- E. The final date for receipt of nomination forms and election ballots is ten (10) work days after distribution by the Election Committee.
- F. The results of all nominations and elections shall be reported to the Administrative Staff Council by the Election Committee at the first regularly schedule ASC meeting following tabulation of the results.
- G. The Election Committee shall retain all nominations forms, election ballots and working papers for a period of twenty (20) work days following their tabulation after which time they shall be destroyed.
- H. The secretary of ASC shall maintain a permanent record of all nominations and election results.
- I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

Section 7: Run-Off Elections

If on the first ballot in an election no one candidate receives a majority of the votes cast, balloting shall continue until one candidate receives a majority of the votes cast. Ballots subsequent to the first will include the names of those who received the highest number of votes and who, taken together, received at least 51 percent of the votes cast.

ARTICLE 5 VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows.

Section 1: ASC Chair

A vacancy in the position of ASC Chair shall be filled by the Chair-elect.

Section 2: Other Vacancies

A vacancy in other positions provided for in the Administrative Staff Council Charter and the By-Laws shall be filled by the person who, in the preceeding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Election Committee shall conduct a special election following the election procedures for that position.

ARTICLE 6 FINANCE

A committee consisting of at least two ASC members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account

This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

ARTICLE 7 OFFICIAL LIAISON

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representatives

The "Monitor", published by the Bowling Green State University Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Council

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison will attend meetings of the CSC and will serve as a communications link between the two groups.

ARTICLE 8 QUORUM

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of a majority of Administrative Staff Council or committee membership.

Section 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

ARTICLE 9 RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

ARTICLE 10 AMENDMENTS OF BY-LAWS

Section 1

Amendments to the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10% of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.

2/4/85

Administrative Staff Council By-Laws

Article 2 Committees

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve on ASC standing committees. ~~Ballots will be distributed annually at the April council meeting and results announced at the May meeting. Ballots shall be returned within two weeks.~~ Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

Section 3: University Standing Committees

Those administrative staff elected to University standing committees need not be ASC representatives and shall be elected by the entire administrative staff. ~~Annually, in February, a request will be filed through the Monitor for nominations and volunteers from the entire administrative staff for specific University standing committees. Ballots shall be mailed to all administrative staff in April and returned within two weeks. Results will be announced at the May meeting.~~ In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

ARTICLE 3 APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP

ANNUALLY, IN DECEMBER, THE EXECUTIVE COMMITTEE SHALL ASSESS THE APPORTIONMENT OF THE ASC MEMBERSHIP FOR THE PURPOSE OF DETERMINING PROPORTIONAL REPRESENTATION ON THE ASC AS PROVIDED FOR IN SECTION III OF THE ADMINISTRATIVE STAFF COUNCIL CHARTER. THE EXECUTIVE COMMITTEE SHALL REPORT ITS FINDINGS TO THE ASC.

Article 2 Committees

E. SCHOLARSHIP COMMITTEE - THIS COMMITTEE SHALL BE COMPOSED OF THREE MEMBERS. THE RESPONSIBILITY OF THE COMMITTEE SHALL BE TO ADMINISTER ALL ASPECTS OF THE ADMINISTRATIVE STAFF SCHOLARSHIP PROGRAM.

E F. Amendments

Article-3-4 Elections

Section 1: NOMINATIONS AND Elections to the Administrative Staff Council

~~Annually, in January, the Elections Committee will assess ASC membership apportionment on the basis of one representative for each ten or fewer contract staff administrators in each Vice Presidential area. The Committee will report its findings and recommendations to the Executive Committee.~~

~~The Elections Committee will prepare and circulate to each administrative staff member, by Vice Presidential area, nomination forms for the purpose of receiving from the total administrative staff the names of individuals in their Vice Presidential areas whom they wish to nominate for election to the Administrative Staff Council. The nomination forms must be returned within two weeks. The Elections Committee will tabulate the nomination ballots and review the list for eligibility purposes. All nominees will be contacted to ascertain their willingness to run for election. Annually, during February and upon receiving approval of the nomination list by the Executive Committee, the Elections Committee will announce the candidates for each Vice Presidential area. The Elections Committee shall send ballots to all administrative staff at least three weeks before the regularly scheduled March meeting. The ballots will call for a return date of ten days from the date sent. No ballots will be accepted after the deadline date. The Elections Committee shall count all ballots. Ballots and working papers will be retained until the election has been certified. A permanent list of the election results shall be kept. Committee members will not reveal the voting results until reported at a council meeting. The Elections Committee will report the results of the election at the regularly scheduled March council meeting. The council shall validate the conduct of the election and shall certify the election. After certification, the Election Committee shall retain for one month, all envelopes, ballots and working papers which shall then be destroyed. The council has the option of inviting the newly elected council members to the April meeting of the council. Positions vacated by resignation or for other reasons prior to the dates of the annual election shall be filled by the Executive Committee by appointment from the Vice Presidential area represented by the vacated position. The vacant position shall be offered to the person who received the next highest number of votes in the preceding election. Such appointments shall be ratified by the Administrative Staff Council and shall continue until the next regular election~~

A. NOMINATIONS

ON COMPLETION OF THE APPORTIONMENT OF THE ASC MEMBERSHIP, THE ELECTION COMMITTEE ANNUALLY, IN JANUARY, SHALL SEEK NOMINATIONS OF CANDIDATES FOR ELECTION TO ASC. NOMINATIONS SHALL BE MADE BY AND FROM AMONG THE TOTAL ADMINISTRATIVE STAFF BY VICE PRESIDENTIAL OR PRESIDENTIAL AREA.

B. ELECTIONS

THE ELECTION COMMITTEE, ANNUALLY IN FEBRUARY AND FOLLOWING CERTIFICATION OF CANDIDATES, SHALL CONDUCT THE ASC ELECTION. VOTES SHALL BE CAST BY THE TOTAL ADMINISTRATIVE STAFF FOR THOSE CANDIDATES IN THEIR VICE PRESIDENTIAL OR PRESIDENTIAL AREA.

~~Section 3: Elections to the ASC Executive Committee and Election of Officers~~

~~The specific elections procedures for officers and the Executive Committee are covered in Article 2, Section 2. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.~~

SECTION 2: NOMINATIONS AND ELECTIONS TO UNIVERSITY STANDING COMMITTEES

ANY ADMINISTRATIVE STAFF MEMBER SHALL BE ELIGIBLE FOR MEMBERSHIP ON UNIVERSITY STANDING COMMITTEES AS PROVIDED FOR IN ARTICLE 2, SECTION 3 OF THE BY-LAWS OF THE ADMINISTRATIVE STAFF COUNCIL.

A. NOMINATIONS

ANNUALLY IN JANUARY, THE ELECTION COMMITTEE WILL SEEK FROM THE TOTAL ADMINISTRATIVE STAFF NOMINATIONS AND VOLUNTEERS FOR ELECTION TO SPECIFIC UNIVERSITY STANDING COMMITTEES.

B. ELECTION

THE ELECTION COMMITTEE, ANNUALLY IN FEBRUARY AND UPON CERTIFICATION OF CANDIDATES, SHALL CONDUCT THE ELECTION OF MEMBERS TO SPECIFIC UNIVERSITY STANDING COMMITTEES. VOTES SHALL BE CAST BY THE TOTAL ADMINISTRATIVE STAFF.

SECTION 3: NOMINATION AND ELECTION OF ASC OFFICERS

THE ASC OFFICERS SHALL BE THOSE DEFINED IN SECTION IV OF THE ADMINISTRATIVE STAFF COUNCIL CHARTER.

A. NOMINATIONS

ON COMPLETION OF THE ELECTION OF ASC REPRESENTATIVES, THE ELECTION COMMITTEE, ANNUALLY IN MARCH, SHALL REQUEST OF THE EXECUTIVE COMMITTEE THAT IT PREPARE A LIST OF NOMINEES FOR ELECTION AS OFFICERS OF ASC. ALSO, ANNUALLY IN MARCH, THE ELECTION COMMITTEE, BY NOTICE FILED THROUGH THE MONITOR, SHALL SOLICIT ADDITIONAL NOMINATIONS FOR ASC OFFICERS BY THE TOTAL ADMINISTRATIVE STAFF. NOMINEES FOR ELECTION AS ASC OFFICERS SHALL BE DRAWN FROM THE ADMINISTRATIVE STAFF COUNCIL.

B. ELECTIONS

THE ELECTION COMMITTEE, ANNUALLY IN APRIL AND FOLLOWING CERTIFICATION OF CANDIDATES, SHALL CONDUCT THE ELECTION OF ASC OFFICERS. VOTES SHALL BE CAST BY THE TOTAL ADMINISTRATIVE STAFF.

SECTION 4: NOMINATION AND ELECTION OF ASC AREA REPRESENTATIVES TO THE EXECUTIVE COMMITTEE

THE AREA REPRESENTATIVES TO THE EXECUTIVE COMMITTEE SHALL BE THOSE DEFINED IN SECTION IV OF THE ADMINISTRATIVE STAFF COUNCIL CHARTER. AREA REPRESENTATIVES SERVE ONE-YEAR TERMS AND ARE ELIGIBLE FOR RE-ELECTION.

A. NOMINATIONS

ANNUALLY IN MARCH, THE ELECTION COMMITTEE WILL PREPARE A LIST BY VICE PRESIDENTIAL AREA OF THOSE ASC MEMBERS ELIGIBLE FOR ELECTION TO THE EXECUTIVE COMMITTEE.

B. ELECTIONS

THE ELECTION COMMITTEE, ANNUALLY IN APRIL, AND FOLLOWING CERTIFICATION OF CANDIDATES SHALL CONDUCT THE ELECTION FOR ASC AREA REPRESENTATIVES TO THE EXECUTIVE COMMITTEE. VOTES SHALL BE CAST BY THE TOTAL ADMINISTRATIVE STAFF FOR THOSE CANDIDATES IN THEIR VICE PRESIDENTIAL AREA.

~~Section 2: Elections to ASC and University Standing Committees~~

~~The specific elections procedures for ASC and University standing committees are delineated in Article 2, Sections 2 and 3. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.~~

SECTION 5: NOMINATION AND ELECTION TO ASC STANDING COMMITTEES

ASC STANDING COMMITTEES SHALL BE COMPRISED OF MEMBERS OF THE ASC AS PROVIDED FOR IN ARTICLE 2, SECTION 2 OF THE BYLAWS OF THE ADMINISTRATIVE STAFF COUNCIL.

A. NOMINATION

ASC MEMBERS MAY BE NOMINATED OR MAY VOLUNTEER TO SERVE ON ASC STANDING COMMITTEES. ANNUALLY IN MARCH, THE ELECTION COMMITTEE WILL SOLICIT NOMINATIONS AND VOLUNTEERS TO SERVE ON ASC STANDING COMMITTEES.

B. ELECTION

THE ELECTION COMMITTEE, ANNUALLY IN APRIL AND FOLLOWING CERTIFICATION OF CANDIDATES, SHALL CONDUCT THE ELECTION OF MEMBERS TO ASC STANDING COMMITTEES. VOTES SHALL BE CAST BY THE TOTAL ASC MEMBERSHIP.

SECTION 6: GENERAL PROCEDURES

- a. THE ELECTION COMMITTEE SHALL PREPARE, DISTRIBUTE, RECEIVE AND TABULATE ALL NOMINATION FORMS AND ELECTION BALLOTS.
- b. THE ELECTION COMMITTEE SHALL CERTIFY CANDIDATES TO INCLUDE ELIGIBILITY FOR THE OFFICE AND THE CONSENT OF THE CANDIDATE TO STAND FOR ELECTION.
- c. THE ELECTION COMMITTEE SHALL CERTIFY THE RESULTS OF ELECTIONS. SUCH CERTIFICATION SHALL BE REPORTED TO THE EXECUTIVE COMMITTEE.
- d. THE ELECTION COMMITTEE SHALL CONDUCT NOMINATIONS AND ELECTIONS IN THOSE MONTHS DESIGNATED IN THE BY-LAWS. SUCH NOMINATIONS AND ELECTIONS SHALL COMMENCE ON THE FIRST MONDAY FOLLOWING THE REGULARLY SCHEDULED ASC MEETING IN THE MONTHS DESIGNATED.
- e. THE FINAL DATE FOR RECEIPT OF NOMINATION FORMS AND ELECTION BALLOTS IS TEN (10) WORK DAYS AFTER DISTRIBUTION BY THE ELECTION COMMITTEE.
- f. THE RESULTS OF ALL NOMINATIONS AND ELECTIONS SHALL BE REPORTED TO THE ADMINISTRATIVE STAFF COUNCIL BY THE ELECTION COMMITTEE AT THE FIRST REGULARLY SCHEDULED ASC MEETING FOLLOWING TABULATION OF THE RESULTS.
- g. THE ELECTION COMMITTEE SHALL RETAIN ALL NOMINATION FORMS, ELECTION BALLOTS AND WORKING PAPERS FOR A PERIOD OF TWENTY (20) WORK DAYS FOLLOWING THEIR TABULATION AFTER WHICH TIME THEY SHALL BE DESTROYED.
- h. THE SECRETARY OF ASC SHALL MAINTAIN A PERMANENT RECORD OF ALL NOMINATIONS AND ELECTION RESULTS.
- i. THE EXECUTIVE COMMITTEE SHALL DECIDE ANY CHALLENGE TO THE CONDUCT OR RESULTS OF A NOMINATION PROCESS OR OF AN ELECTION.

SECTION 7: RUN-OFF ELECTIONS

IF ON THE FIRST BALLOT IN AN ELECTION NO ONE CANDIDATE RECEIVES A MAJORITY OF THE VOTES CAST, BALLOTING SHALL CONTINUE UNTIL ONE CANDIDATE RECEIVES A MAJORITY OF THE VOTES CAST. BALLOTS SUBSEQUENT TO THE FIRST WILL INCLUDE THE NAMES OF THOSE WHO RECEIVED THE HIGHEST NUMBER OF VOTES AND WHO, TAKEN TOGETHER, RECEIVED AT LEAST 51 PERCENT OF THE VOTES CAST.

ARTICLE 5 VACANCIES

POSITIONS VACATED BY RESIGNATION OR FOR OTHER REASONS PRIOR TO THE DATES OF THE ANNUAL ELECTION FOR THE POSITION VACATED SHALL BE FILLED AS FOLLOWS.

SECTION 1: ASC CHAIR

A VACANCY IN THE POSITION OF ASC CHAIR SHALL BE FILLED BY THE CHAIR-ELECT.

SECTION 2: OTHER VACANCIES

A VACANCY IN OTHER POSITIONS PROVIDED FOR IN THE ADMINISTRATIVE STAFF COUNCIL CHARTER AND THE BY-LAWS SHALL BE FILLED BY THE PERSON WHO, IN THE PRECEEDING ELECTION, RECEIVED THE NEXT HIGHEST NUMBER OF VOTES FOR THE POSITION VACATED. IN THE EVENT THAT THERE IS A TIE IN THE NUMBER OF VOTES FOR THE PERSONS RECEIVING THE NEXT HIGHEST NUMBER OF VOTES, THE VACANCY SHALL BE FILLED BY LOT CONDUCTED BY THE EXECUTIVE COMMITTEE.

SECTION 3: UNFILLED VACANCIES

IN THE EVENT THAT A VACANCY IS NOT FILLED AS SPECIFIED IN ARTICLE 5, SECTIONS 1 AND 2, THE ELECTION COMMITTEE SHALL CONDUCT A SPECIAL ELECTION FOLLOWING THE ELECTION PROCEDURES FOR THAT POSITION.

Article 4 6 Finance

Article 5 7 Official Liaison

Article 6 8 Quorum

Article 7 9 Rules of Order

Article 8 10 Amendments of ~~Charter and~~ By-Laws

Section 1

Amendments to the ~~Charter and/or the~~ By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10 percent of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10 percent of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the ~~Charter or~~ By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty (20) days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article, shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The ~~Charter and/or~~ By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the ~~Charter and~~ By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the ~~Charter and/or~~ By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.

1985 Election Timetable
Administrative Staff Council

February

Establish Election Committee
Assess apportionment of Staff
Determine vacancies to be filled
Seek volunteers and nominees for
ASC and for specific University
standing committees

March

Conduct election for ASC member-
ship (total administrative staff
votes)
Conduct election for University
standing committees (totals
administrative staff votes)

April

Solicit nominees from Executive
Committee for offices (from ASC)
Solicit volunteers and nominees
for ASC standing committees

May

Conduct election of ASC offices
& area representatives (total
administrative staff votes)
Conduct election of ASC standing
committees (ASC votes)

32 67

APPENDIX A
BY-LAWS OF THE
ADMINISTRATIVE STAFF COUNCIL

ARTICLE 1 MEETINGS

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

Section 6: Attendance Policy

~~An Administrative Staff Council member who is absent from three consecutive regular meetings without having sent an alternate or a total of five meetings during the academic year, and who has not offered for such absences reasons acceptable to the Executive Committee, shall be designated by the Executive Committee as absentee.~~

ADMINISTRATIVE STAFF COUNCIL MEMBERS WILL SELECT A DESIGNATED ALTERNATE WHO MAY SUBSTITUTE FOR SAID ASC MEMBER A MAXIMUM OF 3 TIMES PER FISCAL YEAR. AN ASC MEMBER WHO IS ABSENT IN EXCESS OF THESE 3 REGULAR MEETINGS SHALL BE DESIGNATED BY THE EXECUTIVE COMMITTEE AS ABSENTEE.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

ARTICLE 2 COMMITTEES

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve as ASC standing committees. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and ~~four~~ TWO other council members ~~in the last year of their terms~~. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.
- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

- C. Personnel/Welfare - This committee shall be composed of four members ~~who~~ will annually review the administrative staff handbook. The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Scholarship - This committee shall be composed of three members. The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.
- F. Amendments - This committee shall be comprised of four members. It shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.
- G. Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award.

TWO

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

ARTICLE 3 APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP

Annually, ~~in December~~, the Executive Committee shall assess the apportionment of the ASC membership for the purpose of determining proportional representation on the ASC as provided for in Section III of the Administrative Staff Council Charter. The Executive Committee shall report its findings to the ASC.

ARTICLE 4 ELECTIONS

Section 1: Elections to the Administrative Staff Council

A. Nominations

On completion of the apportionment of the ASC membership, the election committee annually, ~~in January~~, shall seek nominations of candidates for election to ASC. Nominations shall be made by and from among the total administrative staff by vice presidential or presidential area.

B. Elections

The election committee, annually, ~~in February~~ and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their vice presidential or presidential area.

Section 2: Nominations and Elections to University Standing Committees

Any administrative staff member shall be eligible for membership on University Standing Committees as provided in Article 2, Section 3 of the By-Laws of the Administrative Staff Council.

A. Nominations

3 I Annually ~~in January~~, the Election Committee will seek from the total administrative staff nominations and volunteers for election to specific University Standing Committees.

B. Election

The Election Committee, annually, ~~in February~~ and upon certification of candidates, shall conduct the election of members to specific University Standing Committees. Votes shall be cast by the total Administrative Staff.

Section 3: Nomination and Election of ASC Officers

The ASC officers shall be those defined in Section IV of the Administrative Staff Council Charter.

A. Nominations

On completion of the election of ASC representatives, the Election Committee, annually, ~~in March~~, shall request of the Executive Committee that it prepare a list of nominees for election as officers of ASC. Also, annually, ~~in March~~, the Election Committee, by notice filed through the Monitor, shall solicit additional nominations for ASC officers by the total Administrative Staff. Nominees for election as ASC officers shall be drawn from the Administrative Staff Council.

B. Elections

The Election Committee, annually, ~~in April~~ and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total Administrative Staff.

Section 4: Nomination and Election of ASC Area Representatives to the Executive Committee

The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations

Annually, ~~in March~~, the Election Committee will prepare a list by vice presidential area of those ASC members eligible for election to the Executive Committee.

B. Elections

The Election Committee, annually ~~in April~~, and following certification of candidates shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total Administrative Staff for those candidates in their vice presidential area.

Section 5: Nomination and Election to ASC Standing Committees

ASC Standing Committees shall be comprised of members of the ASC as provided for in Article 2, Section 2 of the By-Laws of the Administrative Staff Council.

A. Nominations

ASC members may be nominated or may volunteer to serve on ASC Standing Committees. Annually, ~~in March~~, the Election Committee will solicit nominations and volunteers to serve on ASC Standing Committees.

B. Election

The Election Committee annually ~~in April~~ and following certification of candidates, shall conduct the election of members to ASC Standing Committees. Votes shall be cast by the total ASC membership.

Section 6: General Procedures

- A. The Election Committee shall prepare, distribute, receive and tabulate all nomination forms and election ballots.
- B. The Election Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The Election Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The Election Committee shall conduct nominations and elections ~~in these months~~ designated in the By-Laws. ~~Such nominations and elections shall commence on the first Monday following the regularly scheduled ASC meeting in the months designated.~~
- E. The final date for receipt of nomination forms and election ballots is ten (10) work days after distribution by the Election Committee.
- F. The results of all nominations and elections shall be reported to the Administrative Staff Council by the Election Committee at the first regularly scheduled ASC meeting following tabulation of the results.
- G. The Election Committee shall retain all nomination forms, election ballots and working papers for a period of twenty (20) work days following their tabulation after which time they shall be destroyed.

H. The secretary of ASC shall maintain a permanent record of all nominations and election results.

I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

Section 7: Run-Off Elections

If on the first ballot in an election no one candidate receives a majority of the votes cast, balloting shall continue until one candidate receives a majority of the votes cast. Ballots subsequent to the first will include the names of those who received the highest number of votes and who, taken together, received at least 51 percent of the votes cast.

ARTICLE 5 VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows.

Section 1: ASC Chair

A vacancy in the position of ASC Chair shall be filled by the Chair-Elect.

Section 2: Other Vacancies

A vacancy in other positions provided for in the Administrative Staff Council Charter and the By-Laws shall be filled by the person who, in the preceeding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Election Committee shall conduct a special election following the election procedures for that position.

ARTICLE 6 FINANCE

A committee consisting of at least two ASC members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account

This account will include cash donations from dues and other contributions not part of the University budget to be used as the needed arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

ARTICLE 7 OFFICIAL LIAISON

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor", published by the Bowling Green State University Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

COUNCIL

Section 4: Classified Staff ~~Advisory Committee~~

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Advisory Committee. ~~COUNCIL~~. This liaison will attend meetings of the ~~CSAC~~ and will serve as a communications link between the two groups. CSC

ARTICLE 8 QUORUM

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of a majority of Administrative Staff Council or committee membership.

Section 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

ARTICLE 9 RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

ARTICLE 10 AMENDMENTS OF BY-LAWS

Section 1

Amendments to the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10% of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

7/85

Section 5

The By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.



March 25, 1986

Office of On Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011
Cable: BGSUOH

DEB HEINEMAN

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, Amendments Committee *Jill Carr*

RE: Revised By-Laws

Enclosed please find the revised edition of the Administrative Staff Council By-laws. In accordance with these by-laws, the revisions goes into effect immediately. Please destroy your current copy and replace it with these.

If you have any questions, please give me a call.

Thank you.

JC/jm

cc: Susan Caldwell

PERS surveys
returned (90)
will be sending
recommendation
to President

will draft
a proposal for
meeting
- recommend a change
in elections - if a runoff election
is needed, only a plurality
is needed to win
- recommend a change in
bylaws defining what happens
to an ASC rep who is on
leave (professional, maternity, et

- interim person

- Development Office re: ASC
Scholarship contribution
amount to date

ARTICLE 1 MEETINGS

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

Section 6: Attendance Policy

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

ARTICLE 2 COMMITTEES

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and two other council members. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.
- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Scholarship - This committee shall be composed of three members. The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.
- F. Amendments - This committee shall be comprised of two members. It shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.
- G. Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

ARTICLE 3 APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP

Annually, the Executive Committee shall assess the apportionment of the ASC membership for the purpose of determining proportional representation on the ASC as provided for in Section III of the Administrative Staff Council Charter. The Executive Committee shall report its findings to the ASC.

ARTICLE 4 ELECTIONS

Section 1: Elections to the Administrative Staff Council

A. Nominations

On completion of the apportionment of the ASC membership, the election committee annually shall seek nominations of candidates for election to ASC. Nominations shall be made by and from among the total administrative staff by vice presidential or presidential area.

B. Elections

The election committee, annually, and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their vice presidential or presidential area.

Section 2: Nominations and Election to University Standing Committees

Any administrative staff member shall be eligible for membership on University Standing Committees as provided in Article 2, Section 3 of the By-Laws of the Administrative Staff Council.

A. Nominations

Annually, the Election Committee will seek from the total administrative staff nominations and volunteers for election to specific University Standing Committees.

B. Election

The Election Committee, annually and upon certification of candidates, shall conduct the election of members to specific University Standing Committees. Votes shall be cast by the total Administrative Staff.

Section 3: Nomination and Election of ASC Officers

The ASC officers shall be those defined in Section IV of the Administrative Staff Council Charter.

A. Nominations

On completion of the election of ASC representatives, the Election Committee, annually, shall request of the Executive Committee that it prepare a list of nominees for election as officers of ASC. Also, annually, the Election Committee, by notice filed through the Monitor, shall solicit additional nominations for ASC officers by the total Administrative Staff Council.

B. Elections

The Election Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total Administrative Staff.

Section 4: Nomination and Election of ASC Area Representatives to the Executive Committee

The area representative to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations

Annually, the Election Committee will prepare a list by vice presidential area of those ASC members eligible for election to the Executive Committee.

B. Elections

The Election Committee, annually, and following certification of candidates shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total Administrative Staff for those candidates in their vice presidential area.

Section 5: Nomination and Election to ASC Standing Committee

ASC Standing Committees shall be comprised of members of the ASC as provided for in Article 2, Section 2 of the By-Laws of the Administrative Staff Council.

A. Nominations

ASC members may be nominated or may volunteer to serve on ASC Standing Committees. Annually, the Election Committee will solicit nominations and volunteers to serve on ASC Standing Committees.

B. Election

The Election Committee annually, and following certification of candidates, shall conduct the election of members to ASC Standing Committees. Votes shall be cast by the total ASC membership.

Section 6: General Procedures

- A. The Election Committee shall prepare, distribute, receive and tabulate all nomination forms and election ballots.
- B. The Election Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The Election Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The Election Committee shall conduct nominations and elections as designated in the By-Laws.
- E. The final date for receipt of nomination forms and election ballots is ten (10) work days after distribution by the Election Committee.
- F. The results of all nominations and elections shall be reported to the Administrative Staff Council by the Election Committee at the first regularly schedule ASC meeting following tabulation of the results.
- G. The Election Committee shall retain all nominations forms, election ballots and working papers for a period of twenty (20) work days following their tabulation after which time they shall be destroyed.
- H. The secretary of ASC shall maintain a permanent record of all nominations and election results.
- I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

Section 7: Run-Off Elections

If on the first ballot in an election no one candidate receives a majority of the votes cast, balloting shall continue until one candidate receives a majority of the votes cast. Ballots subsequent to the first will include the names of those who received the highest number of votes and who, taken together, received at least 51 percent of the votes cast.

ARTICLE 5 VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows.

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A vacancy in the position of ASC Chair shall be filled by the Chair-elect.

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In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Election Committee shall conduct a special election following the election procedures for that position.

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A committee consisting of at least two ASC members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

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Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

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This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

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The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

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The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Council

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison will attend meetings of the CSC and will serve as a communications link between the two groups.

ARTICLE 8 QUORUM

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of a majority of Administrative Staff Council or committee membership.

Section 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

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ARTICLE 10 AMENDMENTS OF BY-LAWS

Section 1

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- a) by majority of the Executive Committee
- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10% of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.

Article 4

Section 7

Current By-Law - If on the first ballot in an election no one candidate receives a majority of the votes cast, balloting shall continue until one candidate receives a majority of the votes cast. Ballots subsequent to the first will include the names of those who received the highest number of votes and who, taken together, received at least 51 percent of the votes cast.

Adopted

Proposed By-Law - If on the first ballot in an election no one candidate receives a majority of the votes, a run-off election shall be conducted. Ballots shall consist of the names of those who, together, achieved the required majority. The winner of the run-off election shall be the one candidate who receives the highest total number of votes.

By-Laws of the Administrative Staff Council

ARTICLE 1 MEETINGS

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

Section 6: Attendance Policy

An Administrative Staff Council member who is absent from three consecutive regular meetings without having sent an alternate or a total of five meetings during the academic year, and who has not offered for such absences reasons acceptable to the Executive Committee, shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

ARTICLE 2 COMMITTEES

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve on ASC standing committees. Ballots will be distributed annually at the April council meeting and results announced at the May meeting. Ballots shall be returned within two weeks. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and four other council members in the last year of their terms. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.
- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study, and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Amendments - This committee shall be comprised of four members. It shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. Annually, in February, a request will be filed through the Monitor for nominations and volunteers from the entire administrative staff for specific university standing committees. Ballots shall be mailed to all administrative staff in April and returned within two weeks. Results will be announced at the May meeting. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

ARTICLE 3 ELECTIONS

Section 1: Elections to the Administrative Staff Council

Annually, in January, the Elections Committee will assess ASC membership apportionment on the basis of one representative for each ten or fewer contract staff administrators in each Vice Presidential or Presidential area. The Committee will report its findings and recommendations to the Executive Committee. The Elections Committee will prepare and

circulate to each administrative staff member, by Vice Presidential or Presidential area, nomination forms for the purpose of receiving from the total administrative staff the names of individuals in their Vice Presidential or Presidential areas whom they wish to nominate for election to the Administrative Staff Council. The nomination forms must be returned within two weeks. The Elections Committee will tabulate the nomination ballots and review the list for eligibility purposes. All nominees will be contacted to ascertain their willingness to run for election. Annually, during February and upon receiving approval of the nomination list by the Executive Committee, the Elections Committee will announce the candidates for each Vice Presidential or Presidential area. The Elections Committee shall send ballots to all administrative staff at least three weeks before the regularly scheduled March meeting. The ballots will call for a return date of ten days from the date sent. No ballots will be accepted after the deadline date. The Elections Committee shall count all ballots. Ballots and working papers will be retained until the election has been certified. A permanent list of the election results shall be kept. Committee members will not reveal the voting results until reported at a council meeting. The Elections Committee will report the results of the election at the regularly scheduled March council meeting. The council shall validate the conduct of the election and shall certify the election. After certification, the Election Committee shall retain for one month, all envelopes, ballots and working papers which shall then be destroyed. The council has the option of inviting the newly elected council members to the April meeting of the council. Positions vacated by resignation or for other reasons prior to the dates of the annual election shall be filled by the Executive Committee by appointment from the Vice Presidential or Presidential area represented by the vacated position. The vacant position shall be offered to the person who received the next highest number of votes in the preceding election. Such appointments shall be ratified by the Administrative Staff Council and shall continue until the next regular election.

Section 2: Elections to ASC and University Standing Committees

The specific elections procedures for ASC and university standing committees are delineated in Article 2, Sections 2 and 3. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.

Section 3: Elections to the ASC Executive Committee and Election of Officers

The specific elections procedures for officers and the Executive Committee are covered in Article 2, Section 2. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.

ARTICLE 4 FINANCES

A committee consisting of at least two ASC members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account:

This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

ARTICLE 5 OFFICIAL LIAISON

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor", published by the Bowling Green State University Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Advisory Committee

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Advisory Committee. This liaison will attend meetings of the CSAC and will serve as a communications link between the two groups.

ARTICLE 6 QUORUM

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of a majority of Administrative Staff Council or committee membership.

Section 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

ARTICLE 7 RULES OF ORDER

Roberts' Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

ARTICLE 8 AMENDMENTS OF CHARTER AND BY-LAWS

Section 1

Amendments to the Charter and/or the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10% of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the Charter or By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The Charter and/or By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the Charter and By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the Charter and/or By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.

94
1985

APPENDIX A
BY-LAWS OF THE
ADMINISTRATIVE STAFF COUNCIL

ARTICLE 1 MEETINGS

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

Section 6: Attendance Policy

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

ARTICLE 2 COMMITTEES

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and two other council members. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.

- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Scholarship - This committee shall be composed of three members. The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.
- F. Amendments - This committee shall be comprised of two members. It shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.
- G. Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

ARTICLE 3 APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP

Annually the Executive Committee shall assess the apportionment of the ASC membership for the purpose of determining proportional representation on the ASC as provided for in Section III of the Administrative Staff Council Charter. The Executive Committee shall report its findings to the ASC.

ARTICLE 4 ELECTIONS

Section 1: Elections to the Administrative Staff Council

A. Nominations

On completion of the apportionment of the ASC membership, the election committee annually, shall seek nominations of candidates for election to ASC. Nominations shall be made by and from among the total administrative staff by vice presidential or presidential area.

B. Elections

The election committee, annually and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their vice presidential or presidential area.

Section 2: Nominations and Elections to University Standing Committees

Any administrative staff member shall be eligible for membership on University Standing Committees as provided in Article 2, Section 3 of the By-Laws of the Administrative Staff Council.

A. Nominations

Annually the Election Committee will seek from the total administrative staff nominations and volunteers for election to specific University Standing Committees.

B. Election

The Election Committee, annually and upon certification of candidates, shall conduct the election of members to specific University Standing Committees. Votes shall be cast by the total Administrative Staff.

- H. The secretary of ASC shall maintain a permanent record of all nominations and election results.
- I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

Section 7: Run-Off Elections

If on the first ballot in an election no one candidate receives a majority of the votes cast, balloting shall continue until one candidate receives a majority of the votes cast. Ballots subsequent to the first will include the names of those who received the highest number of votes and who, taken together, received at least 51 percent of the votes cast.

ARTICLE 5 VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows.

Section 1: ASC Chair

A vacancy in the position of ASC Chair shall be filled by the Chair-Elect.

If the Chair-elect is unable to fill the position of Chair for the remaining part of the year, the title of Chair-elect is retained, and the ASC Chair vacancy shall be filled by the candidate who received the second highest number of votes for Chair-elect.

Section 2: Other Vacancies

A vacancy in other positions provided for in the Administrative Staff Council Charter and the By-Laws shall be filled by the person who, in the preceding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Election Committee shall conduct a special election following the election procedures for that position.

If a council member chooses to take an approved leave from the council during the term of office, a permanent substitute for the term of the leave from the same constituent group will be chosen by the council member. One month prior to the beginning of the leave period, the name of the substitute shall be submitted to the Executive Committee for confirmation. The substitute shall have full voting privileges and shall meet all obligations of a full council member. Should an approved leave be granted for more than one year, the council member will be obligated to resign.

7/87

ARTICLE 6 FINANCE

A committee consisting of at least two ASC members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account

This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

ARTICLE 7 OFFICIAL LIAISON

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor", published by the Bowling Green State University Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Council

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison will attend meetings of the CSC and will serve as a communications link between the two groups.

APPENDIX B
RACIAL AND ETHNIC HARASSMENT POLICY
BOWLING GREEN STATE UNIVERSITY

The policy of Bowling Green State University is that racial and ethnic harassment will not be condoned. Moreover, the University will use its influence to encourage the community-at-large to treat its students, faculty and staff and affiliated visitors in a manner consistent with the principles of this policy. The policy is in keeping with the spirit and intent of federal, state, municipal and University guidelines governing racial discrimination.

I. Definition

Racial and ethnic harassment constitutes any physical or verbal behavior that subjects an individual to an intimidating, hostile or offensive educational, employment or living environment. Such harassment:

- A) denigrates or stereotypes an individual because of his or her racial or ethnic affiliation;
- B) demeans or slurs an individual through pictorial illustrations, graffiti or written documents or material because of his or her racial or ethnic affiliation;
- C) makes unwarranted and disparaging references or innuendos in attributing an individual's personal conduct, habit or life-style to his or her racial or ethnic affiliation.

II. Regulations

- A) It is a violation of University policy and the Student Code for any member of the faculty, administrative and classified staff or student body to engage in harassment, as is defined in Section I.
- B) It is a violation of University policy to retaliate against anyone bringing forth an honestly perceived complaint of racial or ethnic harassment.

III. Responsibilities

- A) On a University-wide basis, the Affirmative Action Office is responsible for the coordination and implementation of Bowling Green State University's Racial and Ethnic Harassment Policy. This office will serve as the resource with regard to all matters of this nature.
- B) Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported unresolved incidents of racial and ethnic harassment to the Affirmative Action Office.

7/87

III. Responsibilities (continued)

- C) As a University policy, it is the responsibility of each faculty member, administrative staff member and classified staff member to ensure adherence to this policy within his or her area of responsibility.
- D) It is the responsibility of all members of the University community to discourage harassment, report such incidents and cooperate in any investigation which might result.

IV. Grievance Procedures

The procedures outlined below are designed to provide sufficient flexibility in which to deal with allegations of racial or ethnic harassment. They are intended to be responsive to particular situations and to be as formal or informal as allegations dictate.

A) Procedure for the Complainant

1. Any individual who believes that he or she has been racially or ethnically harassed should contact the Affirmative Action Office. Staff in this office initially will discuss the matter with the complainant to ascertain, as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.
2. Initial discussions with staff in the Affirmative Action Office should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.
3. Before the Office can begin its investigation, the allegations must be submitted, in writing, to the Director of Affirmative Action. Until this occurs, the matter will not be discussed with anyone other than the complainant.
4. An investigation will be conducted by a staff person in the Affirmative Action Office only if the complainant has filed a formal, written complaint.
5. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to the following:
 - a. consultation with the complainant,
 - b. discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint,

5. continued

c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the appropriate Vice President for administrative action. A copy will also be sent to the complainant and the respondent.

6. If the complainant is not satisfied with the action taken by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of notification of the appropriate Vice President's action. The President will review the appeal and respond, in writing, to all parties--respondent, complainant, Director of Affirmative Action, and the Vice President--concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

B) Procedure for the Respondent

1. Investigations regarding alleged instances of harassment will be conducted by staff in the Affirmative Action Office only if a formal, written complaint has been filed with the Director of Affirmative Action.

2. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to the following:

a. consultation with the respondent,

b. discussion with the appropriate persons suggested by respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint,

c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the Vice President for appropriate administrative action. A copy will also be sent to the complainant and the respondent.

7/87

B) continued

3. If the respondent is not satisfied with the action by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of the notification of the Vice President's action. The President will review the appeal and respond, in writing, to all parties--respondent, complainant, Director of Affirmative Action, and the Vice President--concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after the appeal.

C) Principles

In investigating complaints of racial or ethnic harassment, the following principles will be adhered to:

1. Each complaint will be handled on an individual, case-by-case basis, considering the complete record and all relevant circumstances.
2. Investigation will be conducted as fairly and expeditiously as possible.
3. In investigating complaints of racial or ethnic harassment, complete confidentiality will be maintained in consideration of both the complainant and the respondent.
4. An individual bringing forth a complaint of racial or ethnic harassment will not suffer any type of retaliation regardless of the outcome of the complaint.
5. The complaint will be resolved in a manner which is consistent with this policy and also fair and equitable to all parties concerned.
6. Nothing in this policy should be interpreted as interfering with the practice of academic freedom at Bowling Green State University.
7. The purpose of this policy is to end racial and ethnic harassment, and therefore it may not be used by a complainant to achieve personal goals not in conformity with the purpose of this policy.

Passed by Equal Opportunity Committee on 1/24/85.

Passed by Faculty Senate on 3/18/85.

Revisions passed by Equal Opportunity Committee on 3/25/85.

APPENDIX C
SEXUAL HARASSMENT POLICY FOR
BOWLING GREEN STATE UNIVERSITY

Policy Statement

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative and classified staff, and student and is in keeping with the spirit and intent of guidelines on discrimination because of sex.

Policy Guidelines and Procedures

I. Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic pursuits,
- B. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile or offensive working or educational environment.

II. Regulations

- A. It is a violation of University policy for any member of the faculty, administrative and classified staff, or student body to engage in sexual harassment, as defined in Section I.
- B. It is a violation of University policy to retaliate against anyone bringing forth an honestly perceived complaint of sexual harassment.

III. Responsibilities

- A. On a university-wide basis, the Affirmative Action Office is responsible for the coordination and implementation of Bowling Green State University's sexual harassment policy. This office will serve as the resource with regard to all matters of this nature.

- B. Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported incidents of sexual harassment to the Affirmative Action Office.
- C. It is expected that each faculty member, administrative staff member and classified staff member will ensure adherence to this policy within his or her area of responsibility. Such efforts are largely a matter of good faith.
- D. It is the responsibility of all members of the University community to discourage sexual harassment, report such incidents, and cooperate in any investigation which might result.

IV. Grievance Procedures

The procedures outlined below are designed to provide sufficient flexibility in which to deal with the wide range of incidents which fall under the term "sexual harassment." They are intended to be responsive to the particular situation at hand and will be as formal or informal as the allegations under review indicate.

A. Procedure for the Complainant

- 1. Any individual who believes that he or she has been sexually harassed should contact the Affirmative Action Office. Staff in this office will initially discuss the matter with the complainant to ascertain as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.
- 2. Initial discussions with staff in the Affirmative Action Office should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.
- 3. Before the office can begin its investigation, the allegations must be submitted, in writing, to the Director of Affirmative Action. Until this occurs, the matter will not be discussed with anyone other than the complainant.
- 4. An investigation will be conducted by a staff person in the Affirmative Action Office only if the complainant has filed a formal, written complaint.

5. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to, the following:
 - a. consultation with the complainant,
 - b. discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint,
 - c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the appropriate Vice President for administrative action. A copy will also be sent to the complainant and the respondent.
6. If the complainant is not satisfied with the action taken by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of notification of the appropriate Vice President's decision. The President will review the appeal and respond, in writing, to all parties--respondent, complainant, Director of Affirmative Action, and the Vice President--concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

B. Procedure for the Respondent

1. Investigations regarding alleged instances of sexual harassment will be conducted by staff in the Affirmative Action Office only if a formal, written complaint has been filed with the Director of Affirmative Action.
2. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to, the following:
 - a. consultation with the respondent,
 - b. discussion with appropriate persons suggested by the respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint.

- c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the Vice President for appropriate administrative action. A copy will also be sent to the complainant and the respondent.
3. If the respondent is not satisfied with the action taken by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of the notification of the Vice President's decision. The President will review the appeal and respond, in writing, to all parties--respondent, complainant, Director of Affirmative Action, and the Vice President--concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

C. Principles

In investigating complaints of sexual harassment, the following principles will be adhered to:

1. Each complaint will be handled on an individual, case-by-case basis, taking a look at the record as a whole and at the totality of circumstances.
2. The investigation will be conducted as fairly and expeditiously as possible.
3. In investigating complaints of sexual harassment, confidentiality will be accorded the utmost respect for both the complainant and the respondent.
4. An individual bringing forth an honestly perceived complaint of sexual harassment will not suffer any type of retaliation regardless of the outcome of the complaint.
5. The complaint will be resolved in a manner which is consistent with this policy and also fair and equitable to all parties concerned.

Approved by the Board of Trustees on October 9, 1981

APPENDIX D
UNIVERSITY SPONSORED PROFESSIONAL AND
EDUCATIONAL DEVELOPMENT PROGRAMS

Bowling Green State University supports and encourages professional development and educational growth for administrative staff. It recognizes that programs aimed at professional development and educational growth benefit the University and the individual through increased effectiveness and professional enhancement. Toward this end, the University encourages flexibility in the planning of and attendance at programs which address these objectives.

GUIDELINES

Opportunities for professional development and educational growth are available in many forms including credit courses, training programs, and sponsored seminars. The following guidelines are intended to set criteria for selecting programs to be sponsored University-wide and to guide program implementation; they are meant to be interpreted broadly, within the context of each program which is proposed.

Programs that provide for professional development and educational growth may enhance effectiveness in specific University assignments and responsibilities or more broadly serve the general interests of the University. These categories are not mutually exclusive. All programs to be sponsored by the University should fall within the following guidelines:

1. Professional and educational development programs that enhance effectiveness in specific University assignments and responsibilities. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition.
 - the program is primarily work related; it may relate to specific tasks or responsibilities or it may offer training related to general skills, knowledge and abilities;
 - the program enhances knowledge or skills related to performance;
 - the knowledge or skills acquired through the program benefit the University and the individual;
 - the program topic is of importance to the University including programs on BGSU policies, procedures and practices.
2. Professional and educational development programs that serve the general interests of the University. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:

7/87

- the program topic serves the interest of the University, but is not primarily task related;
- the program serves to enhance knowledge of and appreciation of other University areas and departments;
- the program serves to develop and/or strengthen relationships among areas and departments within the University.

PROCEDURES

1. The responsibility for implementing University-wide professional and educational development programs for administrative staff rests mainly with the Director of Administrative Staff Personnel Services.
2. The Professional Development Committee of the Administrative Staff Council in conjunction with the Director of Administrative Staff Personnel Services will identify topics and schedules for sponsored programs.
3. Staff members may submit suggestions for professional and educational development programs to Administrative Staff Personnel Services or to the Administrative Staff Council.
4. Any program proposed for sponsorship by Administrative Staff Personnel Services must be supported by a statement of its purpose and objectives according to the above guidelines.
5. Proposals will be reviewed and approved by the Director of Administrative Staff Personnel Services and the Professional Development Committee of the Administrative Staff Council. If there is a question concerning the nature of the program, the Director of Administrative Staff Personnel Services will request further clarification about the proposed program from the initiator.
6. The Office of Administrative Staff Personnel Services will make necessary arrangements including speaker or trainer arrangements, room reservation, program announcements and other assistance requested. Expenses for programs will be shared by the Office of Administrative Staff Personnel Services, Administrative Staff Council, University departments, and/or staff members as determined in advance.
7. Participation in professional and educational development programs during regular work hours must be approved by the employee's area vice president.

111

APPENDIX E
BOWLING GREEN STATE UNIVERSITY
EMPLOYEE SOLICITATION POLICY

PREFACE

This policy is framed to permit all Bowling Green State University employees to perform their jobs free from intrusions and to ensure that the missions of the University shall proceed unhampered. It also is recognized, however, that the atmosphere of a University requires "academic freedom, the full freedom of speech, freedom to teach, to learn and to conduct inquiry in a spirit of openness necessary to the acceptance of criticism, the expression of differing opinions and the pursuit of truth" (Article I, 1. of the Academic Charter). Furthermore, "all members of the University Community and the Trustees have legitimate concerns about all aspects of the University" (Article I) and "the people who create and maintain the University constitute the University Community" (students, faculty, administrative staff, classified, administration).

DEFINITIONS

1. Working time: Those hours during which faculty employees are engaged in the primary University function for which they were hired. Classified and administrative staff working time shall mean accepted work-shift or hours during which employees are engaged in the primary function for which they were employed.
2. Internal organization: Any organization or association made up exclusively of University employees. Local affiliation with a regional, state, or national organization shall not preclude a University group being defined as an internal organization.
3. External organization: Any organization or association of individuals that is not made up exclusively of University employees.
4. Solicitation: Any activity which is designed to advertise, promote or sell any product or commercial service, or encourage support for or membership in any group, association or organization.

I. Disruption of working time

A person's ability to perform his or her duties while engaged in the primary University function for which she or he was hired shall not be impaired by any activity conducted for the purpose of advertising, promoting, or selling any product or commercial service or for encouraging or being encouraged to join any group, association, or organization.

II. Use of facilities

(a) campus mail

The internal campus mail system is for the exclusive use of the University and any organization sponsored by (or affiliated with) the University or made up exclusively of students of University employees (whether or not affiliated

7/87

112

with state or national societies or associations). No commercial use shall be made of the campus mail system.

(b) space

Any organization or individual who wishes to use University space to advertise, promote or sell any product or commercial service or who wishes to encourage membership in any group, association or organization, must obtain authorization of the person or office (e.g., the Space Assignments Office) responsible for that space or facility. Normally, requests to reserve or have access to University space must be filed 48 hours prior to a meeting or visit. The request must state:

- (a) the purpose of the proposed visit; and
- (b) the name of any person(s) or alternates who desire access to the campus.

The Office of Space Assignments will attempt to locate a designated area for use by the non-employee or organization submitting the request and will then issue a permit designating the room and the date and time it may be used. If two or more requests for access to a designated area for the same or over lapping times have been made, the University will attempt to provide alternate designated areas. If no alternate designated area is available, the University will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to prior reservation, then the University will immediately notify the requesting party of such conflict.

(c) bulletin boards or other public access areas

Any employee may post notices or other appropriate information on designated employee bulletin boards or other designated public access areas. If the notice contains information about an on-campus meeting during which a product or commercial service is to be advertised, promoted or sold or during which membership in a group, association, or organization shall be advocated, the notice shall be consistent with (in terms of designated area, time and date) the permission granted to the organization.

III. Distribution of literature

Distribution of literature by any external organization or non-employee within any building on campus shall be limited to public access areas or to other designated areas reserved according to procedures described above in II, b (space).

IV. Violations

Any visitor who violates this policy may be denied use of University facilities for up to one year. Any employee who violates this policy may be disciplined under the conditions and in accordance with the procedures established by and published within the appropriate employee handbook.

APPENDIX F
STATEMENT OF THE ROLE AND MISSION OF
BOWLING GREEN STATE UNIVERSITY

Submitted by: Role and Mission Committee

Arthur Neal, Sociology, Chair
Orlando Behling, Management
Carol Heckman, Biological Sciences
Fred Miller, Philosophy
Douglas Neckers, Chemistry
Fred Pigge, Education
Maurice Sevigny, School of Art
Ron Olsen, Firelands College
Beverly Baker, President, GSS
Brian Baird, President USG
Eloise Clark, Vice President for Academic Affairs
Mary Edmonds, Vice President for Student Affairs
Phil Mason, Assistant to the President
Ann Russell, Board of Trustees
Betty van der Smissen, Chair of Faculty Senate

In Consultation with Subcommittees* Chaired or Co-Chaired by:

Community Linkages Through Educational Programs, David
Elsass and Mearl Guthrie
Community Linkages Through Consultant Services and
Applied Research, Kirk Smith and Dennis Lytle
Graduate Education, Peggy Giordano and Bill Reynolds
International Programs/Students, Douglas Daye
Minority Constituencies, Eloise McKittrick, Errol Lam, and
John Scott
Research, David Newman and Boleslav Povsic
Undergraduate Education, Evron Collins and Richard Hebein

And as Amended by the Faculty Senate, May 1, 1984.

*Copies of the subcommittee reports are available upon request from
the Faculty Senate Office.

7/87

PREAMBLE

The mission of the University is to uphold, promote, and implement the educational values essential for the continuation of a free society. In carrying out this mission, the traditional values held by the University community will be relied upon and strengthened. These values are stated in the undergraduate catalog as follows:

Bowling Green State University is dedicated to providing quality academic programs in a learning environment that promotes academic and personal excellence in students, as well as appreciation of intellectual, ethical, and aesthetic values. Wisdom, sound judgment, tolerance and respect for other persons, cultures and ideas are hallmarks of an educated person and the characteristics that the University hopes to develop in students.

The extent to which these goals are met depends upon the intellectual and cultural environment of the University, the wisdom and dedication of the faculty, and the intellectual curiosity, ability and energy of the students. To achieve this end, the University strives to attract the most qualified students and faculty committed to goals of productive research, quality education and scholarly achievement.

The Role and Mission Committee finds these general goals of the University to be excellent ones and hereby affirms that they should continue to be the academic goals of Bowling Green in the future. The Committee recognizes, however, that the University and higher education itself have changed since previous catalog and mission statements were written. Internally, the University has changed through the expanded scope of programs at both the undergraduate and graduate levels, and the image of Bowling Green has shifted from primarily a regional and residential university to an institution with an increasingly national and international focus. Externally, the world has become more interdependent through vast changes in technology and communication, and the emergence of a world economy. In the light of the vast changes both internal and external, it is the aspiration of many students, former students, faculty and administrators for Bowling Green to establish an identity among the academically distinguished universities of this country. Therefore, the Committee proposes the following specific goals for faculty review and approval.

A. CONSTITUENCIES

In the past there has been substantial emphasis on increases in number of students as indices of Bowling Green State University's success. In the future, in part at least because of the Ohio Board of Regents' ceiling on enrollments, growth in numbers will be nonexistent or severely curtailed. We propose that the emphasis for the next decade be on: (a) improving the calibre of undergraduate

students; (b) increasing the proportion of graduate and professional students; (c) increasing the diversity of the student body, and (d) improving the quality of life for students. Goals 1 through 8 deal with these thrusts. The reader should note that specific quantitative targets are stated in the case of only two of the goals. This does not mean that specific targets should not be set in the cases of the other goals. Rather, the omission of such targets should be interpreted as indicating a need for further faculty discussion before they are set. These attributes of a university tend to be interrelated, and a significant improvement in any one of these components will have spill-over effects into other areas. Because of the enrollment ceiling set by the Ohio Board of Regents, Bowling Green has a unique opportunity for directing its resources toward an enhancement of the qualities of the students who attend. Accordingly, an aim of the University is TO INCREASE THE FINANCIAL AID AND SCHOLARSHIPS FOR ACADEMICALLY QUALIFIED STUDENTS. Student body composition, even in a state university, is a function of University choice, and the quality of the students who apply and attend will depend on the financial opportunities available and the quality of the academic programs that are offered. Students enrolling at Bowling Green should have the intellectual and career motivations to benefit from the expertise of the faculty and to have the capacity of successful academic performance in meeting the degree requirements of the University.

Future growth of the University should be measured in terms of quality rather than quantity. Because the growth of Bowling Green as a state university can no longer be measured by the number of students who attend, the opportunities for growth lie in improving the academic skill and talent levels of the student body. Accordingly it is a goal of the University TO BECOME THE FIRST CHOICE OF OHIO HIGH SCHOOL STUDENTS WITH THE HIGHEST ACADEMIC QUALIFICATIONS. A reasonable and achievable measure of progress toward this goal would be a sequential improvement in the average ACT scores of the incoming freshman classes for each year over the next ten years. The available pool of high school graduates in the State of Ohio will remain sufficiently large that colleges and universities with a reputation for excellence will be in a favored position for attracting students.

A related goal is to increase and make more productive the coordinated efforts of the University in the recruitment and subsequent granting of necessary financial aid and scholarships to academically qualified minority students. The culminating goal is TO INCREASE THE NUMBER OF MINORITY STUDENTS WHO ENROLL AND GRADUATE FROM THE UNIVERSITY. There is a need to increase the number of students coming from Hispanic populations as well as from other minority constituencies. To enable Bowling Green students to develop a deeper awareness and appreciation of all minorities, attention should be given to the diversity represented by handicapped/disabled students in addition to the racial and ethnic subgroups of the larger population. The faculty in the various departments of the University should be encouraged to continue the development of special curricular programs for all minority students of high skill and promise.

7/87

The University should promote more of an international and intercultural dimension within its student body and across its academic programs. In order to enrich the cultural diversity of its campus, a goal of Bowling Green State University is TO RECRUIT A SUBSTANTIALLY LARGER NUMBER OF ACADEMICALLY QUALIFIED FOREIGN STUDENTS. This goal necessarily implies that support services will be provided as necessary for improving English proficiency and for making housing and food services available to those students on a 365 day per year basis. The recommendation to recruit additional foreign students assumes that education is one of our most important national resources and that educated persons in positions of national leadership will become increasingly important for the reduction of international conflicts. The multicultural dimension of education at Bowling Green may be further enhanced through the use of visiting or exchange faculty from foreign countries, through incorporating a greater degree of cultural pluralism into the University's curricula and extra curricular programs, and through further development and promotion of study abroad programs.

An ancillary goal related to the University becoming more diverse and less provincial is TO ATTRACT INCREASING NUMBERS OF ACADEMICALLY QUALIFIED STUDENTS FROM OUT-OF-STATE. The success of the University in recruiting more undergraduate students from outside the state of Ohio will in large measure depend on enhancing the reputation of Bowling Green for the quality of its academic programs. The merits of our outstanding programs should be publicized and the recruitment talents of graduates of the University should be enlisted. The University should explore ways of reducing tuition costs for highly qualified students from out-of-state, including the feasibility of negotiating reciprocal fee waivers with other states of convincing the Ohio Board of Regents to change its funding formula.

Generally, academically distinguished universities have a higher proportion of graduate students than is currently the case at Bowling Green. To improve our national and international reputation, growth at the graduate level is essential. While the University will continue to maintain a strong undergraduate emphasis, it is a goal of the University TO INCREASE SUBSTANTIALLY THE NUMBER OF ITS GRADUATE STUDENTS OVER THE NEXT TEN YEARS. This is to be accomplished through more active recruitment of top quality graduate students, enhancement of existing graduate departments or areas, and the development of selected new graduate programs. The anticipated gradual student growth at the graduate levels will necessitate a similar reduction in the number of undergraduate students on the main campus. A greater proportion of graduate and professional students, relative to undergraduates will invigorate the intellectual environment of the entire University community.

The University should be more concerned with the growing number of "non-traditional students," whose educational and career experience patterns, preparatory backgrounds, special qualifications, interests, and life/career aspirations require special recognition and response on the part of the University. These are the students who have experienced an interruption of their formal education for a

variety of reasons and are seeking to acquire the skills and knowledge a university has to offer. In recognition of these new constituencies seeking higher education, it is a goal of the University TO ATTRACT ON A YEARLY BASIS AN INCREASING NUMBER OF NON-TRADITIONAL STUDENTS AND TO RESPOND APPROPRIATELY TO THEIR LEVELS OF PREPARATION, EXPERIENCE, NEEDS, AND INTERESTS. The response vehicles will most likely be the programs, or adaptations thereof, of the several undergraduate and graduate areas of the University and the on- and off-campus offerings of the Office of Continuing Education, Regional and Summer Programs, and the availability of evening credit courses.

A state-assisted university has an inherent mandate TO MAKE ITS EDUCATIONAL PROGRAMS, SERVICES, AND THE PROFESSIONAL EXPERTISE OF ITS FACULTY AVAILABLE TO GOVERNMENTAL AGENCIES, BUSINESS FIRMS, EDUCATIONAL INSTITUTIONS, AND OTHER ORGANIZATIONS, GROUPS, AND INDIVIDUALS. Through the provision of such services the university not only contributes to the society in which it exists, but benefits directly in return. Not only does the skill-base of the faculty increase, but the overall understanding of the university by outside constituencies may be increased. Accordingly, the University endorses the desirability of providing consulting and research services to clients in Ohio and elsewhere through organized University programs and through individual faculty-client relationships, so long as such activities are consistent with faculty members' contractual obligations and professional responsibilities.

B. ACADEMIC PROGRAMS

The success of Bowling Green in attracting quality students at both the undergraduate and graduate levels will depend in large measure on the quality of the academic programs that are offered. The University presently offers 189 undergraduate programs, 60 masters' degree options, and Ph.D. degrees in nine different areas. The quality of these programs needs to be periodically reviewed to ensure that they are producing educated persons. The scope and nature of the knowledge and skill required of an educated person has been altered irreversibly through technological advances in recent decades and will continue to change in the future. Programs must be developed to incorporate new subject matter and new modes of learning into the curriculum. Continuing effort is necessary to collect, organize, and interpret the expansion of knowledge in order to illuminate social values and goals as well as to advance them.

Undergraduate Programs

Concerned with excellence and the possibility of changing the composition of students, Bowling Green must marshal the resources of its faculty and staff to build on its traditional strengths. The University's strengths have been the quality and breadth of undergraduate instruction, the accessibility of students of programs of instruction not usually available at comparable institutions, and a distinguished record of research. A goal of the University must be TO MAINTAIN AND ENHANCE THE EXCELLENCE OF UNDERGRADUATE EDUCATION, which is and should remain the cornerstone of the institution. To

keep pace with the innovations in education, departments should review their curricula to ensure that they offer a clearly defined sequence of courses with clearly defined goals, contents, and methodologies; the general education skills should be integrated into this experience. We should consider offering more problem and value centered teaching, more seminar classes, introductions to the major, and capstone experiences. The University should also consider mandatory advising. It should consider increased support for special programs by finding models other than the often restrictive SCH driven system.

A central mission of BGSU is TO PROVIDE ITS UNDERGRADUATE STUDENTS WITH A "PRACTICAL LIBERAL EDUCATION." Emphasis on a practical liberal education recognizes two central needs of students: preparation for a career and preparation for life as an educated person. To ignore or slight either would deprive our students of their futures. Higher education can afford to be neither an "ivory tower" that turns its back on the world while touting the intrinsic benefits of learning, nor a specialized "trade school" which provides training for jobs and, in doing so, neglects preparation of the student for life. The University should strive to provide the broadest possible education, and permit the student to see the world from a perspective wider than the confining limits of the contemporary culture. A practical liberal education cannot be defined as specific number of credit hours in specific areas. The fundamental concern should be with the quality of the education which the University is providing.

Endorsement of the principles of a practical liberal education implies that undergraduate education at Bowling Green State University should include as a minimum: (a) a core of common learning to provide students with functional understanding of the arts and humanities, natural sciences, social and behavioral sciences, and cultures other than their own; (b) skills in writing and reading, speaking and listening, computation and mathematics, problem solving and critical thinking, and decision making and value analysis. Ideally these skills should be taught as integral parts of those courses already in the major fields and the core of common learning. The proliferation of new courses aimed specifically at those skills should be discouraged. Additional components of a practical liberal education include (c) a concentration in a major field, with attention to preparation for a career and for life beyond the career; (d) a means of guiding and supporting students as they become educated generally and in their major specialization; (e) a means of socializing students to the realities of life in a complex and culturally diverse world. These considerations imply several further goals for the University.

Curricula options must be available to accommodate the career interests of students and to recognize the value placed on educated professionals within our society. Accordingly, a goal of the University is TO OFFER PROFESSIONAL DEGREE PROGRAMS. The professional degrees have as their primary emphasis the development of skills, concepts, and sensitivities essential to professional competence. These professionals must function as practitioners who

exhibit both technical competence and a broad knowledge of their speciality field. However, care must be taken to assure that the demands of career preparation do not drive out the liberal component. Space in professional degree programs must be provided to permit students to develop an understanding of other areas of human accomplishment and to hone their abilities to communicate through speaking, reading, and writing. Further, professional students should study the natural and physical sciences, the social sciences, and the humanities. Those enrolling in these programs should be encouraged to select offerings which will equip them to function and to interact with the total society, to adapt to changing social conditions, and to function as contributive and educated persons.

The University should recognize the growing importance of the international component in undergraduate programs, resulting from three trends. First, as citizens, today's students will be confronted throughout their lives with issues that transcend national boundaries and local experiences. The political, economics, and cultural worlds in which they will live will require an understanding of events and forces that shape them and an appreciation of other customs and cultures. Second, much of the economic future of Ohio lies in international trade. Third, students from other nations can be expected to be a larger proportion of BGSU's student body in future years. For these reasons, the University recognizes an important mission of PROVIDING ITS STUDENTS AN EDUCATION WITH AN INTERNATIONAL AND INTERCULTURAL DIMENSION. So interdependent are the political, economic, and cultural worlds that an understanding of the international issues and values that shape them within the context of other cultures and customs, is now necessary for both good citizenship and basic education.

It is also important for Bowling Green to recognize the multicultural dimensions and ethnic pluralism within the adjacent to our national boundaries. In recognition of the cultural diversity of North America, the basic principles of due process, and the importance of a profound regard for integrity of other persons, a mission for the University is TO CREATE AN ENVIRONMENT WHICH WILL UPHOLD, PROMOTE, AND INSTILL MULTICULTURAL VALUES IN STUDENTS, FACULTY, AND STAFF. The multicultural dimension of educational programs holds a special place in the transformation of undergraduate students into educated persons at Bowling Green. Racial and ethnic minorities are underrepresented among the undergraduate constituencies at this University. If the University is to be more successful in attracting minority students, academic programs and the social climate must have something to offer them. Additionally, it is important for the typical student, faculty, and staff at Bowling Green to develop a deeper awareness and appreciation of the differentials in life styles and historical heritages among subgroups of the American population.

Graduate Programs

While Bowling Green has and will continue to maintain a strong undergraduate emphasis, the enhancement of existing graduate departments and the development of selected new graduate programs

will benefit the University. For development in graduate education is not inimical to continuing excellence in undergraduate education. The prestige and recognition accorded to a university at the national and international levels depend in large measure on the quality of the students who elect to study there and on the quality of the programs that are offered to those who attend. To improve our reputation as a mature university, growth at the graduate level is essential. Accordingly, quality programs at the graduate level will be designed to attract a larger number of graduate students, to enhance the research productivity of the faculty, and to create a more cosmopolitan atmosphere on campus.

While Bowling Green will not likely achieve the breadth of graduate offerings that are characteristic of much larger, well-established institutions, an important and realistic goal of the University is TO IMPROVE AND ENHANCE THE GRADUATE PROGRAM THAT ALREADY EXIST ON CAMPUS. Many of our programs are positioned to advance in terms of their quality and visibility. This advancement will, in part, depend on an outlook that reaches far beyond Northwest Ohio in the recruitment of new faculty and graduate students. Additionally, special care must be taken to ensure that when vacancies become available in faculty positions, positions for graduate students, and positions for administrative staff, these are filled with particularly skilled individuals. A few well placed, highly visible, and active faculty, and the presence of qualified graduate students to stimulate and support them in teaching and research can have a tremendous effect in advancing graduate programs. It is likely that strengthening graduate programs in this manner will attract additional graduate students and enhance the overall reputation of the University.

Other opportunities for growth in graduate programs must be explored through an examination of societal need, market demand, and uniqueness of programs. A realistic approach in meeting such opportunities is to draw upon existing strengths and the unique qualifications of the faculty in specific departments to offer programs that do not duplicate those readily available at other state universities. Toward this end, it is a goal of Bowling Green State University TO INITIATE NEW PH.D. PROGRAMS IN SELECTED AREAS. In preparation for new Ph.D. programs, the administration should upgrade the current academic self-study process and make greater use of external review teams. The initiation of new Ph.D. programs should be based upon a clear demonstration of the high quality of the department's faculty and strong evidence for the excellence and feasibility of the proposed program.

Opportunities for growth in strong departments that do not currently have Ph.D. programs must be explored BY INITIATING NEW PROGRAMS AT THE MASTER'S LEVEL. New program planning at the master's level should build upon existing faculty strengths and open up new possibilities for the development of quality programs especially through exploiting interdisciplinary areas. We have seen repeatedly where points of overlap between the more fully established disciplines become the new centers for academic development and innovation. New directions are often forged by opening communication

links between departments and by combining the faculty expertise from two or more disciplinary areas. If programs at the master's level in one of these more specialized areas are perceived as needed and if they represent academic combinations not readily available elsewhere, students might realistically make the decision to attend Bowling Green.

In furtherance of the University's desire to seek additional ways to encompass community linkage, opportunities that are compatible with business and organizational needs must be explored. In assessing alternative areas for growth most likely to reap the greatest benefit to the University, both internal self-study and outside consultants should be utilized. Toward this end, the review processes should be oriented toward developing appropriate new professional programs. Review of the existing structure and content of graduate programs may also suggest new ways of redesigning these programs to meet opportunities that are emerging in the growth-oriented sectors of the American labor force. The same review mechanisms may identify other graduate programs that either have failed to measure up to desired levels of quality or that have outlived their historical usefulness and as a consequence should be eliminated.

C. LEARNING ENVIRONMENTS

Quality graduate and undergraduate education by definition encompasses a strong research component. Because of this every effort must be made TO SUPPORT AND ENHANCE THE ENVIRONMENT IN WHICH RESEARCH TAKES PLACE. Research is the search for new knowledge, and, as such, it is an activity in which all students and faculty members should be engaged. It is likely that graduate and undergraduate students will be highly rewarded by an environment in which research is a central activity. Opportunities for student financial support, laboratory and computer experience, as well as for data collection and analysis and conceptual inspiration all increase to the extent that research is enhanced on this campus. Students at all levels benefit from individuals who are actively involved in the research process, whose research is cited in textbooks and professional journals, and who lend their expertise in evaluating the projects and papers in which students are engaged.

Improvements can be made in both the formal and informal curricula to create an environment more conducive to serious intellectual work, steady development of moral character, and responsible preparation for a career. BGSU can provide, in a large university setting, some of the best experiences which occur in smaller colleges and universities. The University should allocate its resources TO PROVIDE THE PERSONALIZED QUALITIES OF EDUCATION AVAILABLE AT A SMALL SCHOOL AND THE RANGE OF OPPORTUNITIES AVAILABLE AT A LARGE ONE. Using the resources of a large university, Bowling Green can advance this goal by (a) increasing the number of quiet places on campus where students can pursue artistic and intellectual interests; (b) integrating advanced educational technology, such as microcomputers, into living and learning areas to serve as centers for intellectual activity; (c) encouraging positive attitudes toward

human rights among members of the faculty, administration, and staff so that they may serve as role models and mentors in this area; and (d) offering a wide variety of intellectual, cultural, and artistic activities and events.

In promoting the personalized qualities of education, the University system must be sensitive to student feelings, behavior, attitudes, beliefs, understandings and values. Accordingly, it is a goal of the University TO RECOGNIZE THAT THE DEVELOPMENTAL TASKS ESSENTIAL TO EACH INDIVIDUAL MUST BE FOSTERED. The primary forms of essential learning include (a) the development of competencies in intellectual, physical/manual, and interpersonal realms; (b) the functional uses of emotions; (c) the clarification of identity through examining values and goals; (d) the acceptance of diversity and increased tolerance in interpersonal relationships; (e) the creation of purpose in life-style and vocation; and (f) the development of integrity and morality.

In the process of enhancing learning environments, the University should try to help individuals understanding their own needs and aspirations in light of the vast drama of the human condition. Toward this end, an additional goal of the University is TO PROVIDE OPPORTUNITIES FOR STUDENTS TO DEVELOP A SENSE OF PERSONAL FULFILLMENT WITHIN THE CONTEXT OF AN INTERDEPENDENT SOCIETY. This is a necessary goal in the preparation of students for active involvement and participation in the public domains of community, state, and nation. The sense of security and well-being at the individual level depends in large measure upon the type of mediating links that are established with the totality of modern culture.

D. FACULTY AND RESOURCES

The principal role of a member of a university's faculty is to generate and acquire knowledge, to assimilate this knowledge with previous knowledge and experiences, and to transmit this knowledge to the students and to the world. All faculty members should commit themselves to continually improving their teaching ability. Good teaching cannot be sustained for long periods of time in any discipline without knowledge of the frontiers of that discipline acquired through creative scholarship. For faculty members directly and continuously engaged in research inspire students, increase their motivations, and enlarge their opportunities to become educated. Therefore, in order to achieve excellence in educational programs and recognition as a mature university, Bowling Green State University must recognize and support achievements by the University's faculty in both teaching and research.

A primary goal of Bowling Green State University is TO DEVELOP, MAINTAIN AND RECOGNIZE EFFECTIVENESS AND EXCELLENCE IN TEACHING. Effective teaching is an essential part of satisfactory faculty performance and should be a necessary condition for promotion to higher ranks. Annual evaluations should include recognition of good teaching, and the University should continue to find ways to recognize and reward truly exceptional teachers. The faculty should be sufficiently flexible to adjust to significant new educational

demands, and the institution must foster that flexibility by providing for continued faculty development with appropriate resources.

A further goal is to take such steps as are necessary TO MOBILIZE AND ENHANCE THE RESEARCH AND SCHOLARLY PRODUCTIVITY OF THE FACULTY. This goal is grounded in the assumption that educated persons must be taught by creative and productive scholars. As members of a university faculty, scholars are expected to make the findings of research in their disciplines available to students through effective teaching. However, effective teaching should be regarded as a necessary, but not sufficient, condition for satisfactory performance in all departments of the University. All faculty members are expected to make continued and substantial contributions to their respective fields through published research and other recognized scholarly activities. Although research takes different forms in different disciplines, it is a given that all faculty should meet nationally prevailing standards of excellence in their respective fields.

A related goal is TO RECRUIT THE MOST CREATIVE AND PRODUCTIVE FACULTY AND ADMINISTRATIVE STAFF POSSIBLE at Bowling Green State University. The greatest care should be taken to recruit the best candidates in the field, and there should be accountability for hiring decisions at all levels. Long-range goals should be established for the size, mix, and quality of the faculty. In addition to probationary appointments, visiting appointments of established senior scholars and artists in residence should be established, especially in connection with terminal degree and doctoral programs.

It is widely recognized that there is a fundamental unevenness in the present faculty of the University. Some departments are highly productive with established national reputations, while other departments are characterized by little scholarly productivity and by declining academic programs. In order TO MAXIMIZE THE CREATIVE PRODUCTIVITY AND TEACHING EFFECTIVENESS OF THE FACULTY, A POLICY OF DIFFERENTIAL DEPARTMENTAL AND INDIVIDUAL TEACHING LOADS SHOULD BE INSTITUTED. Productivity in terms of publications and creative activity is dependent upon the amount of time faculty members have for these activities. The faculty with the highest potential will be able to realize it only if they have reasonable teaching loads that recognize these differences. Distinctions should be made between graduate and nongraduate teaching faculty. Further, the feasibility of new designation of "research faculty" should be explored. Faculty so designated would have significant reductions in teaching loads, which they would be expected to justify through increased publication, grant-writing, and other forms of scholarly or creative activity.

The support of the research and teaching activities of the faculty, an important goal of the University if TO SIGNIFICANTLY INCREASE THE LEVEL OF EXTERNAL FUNDING FOR RESEARCH AND EDUCATION. This goal will require additional effort by Bowling Green's faculty to obtain outside support for their research activities. In turn, the administration should support productive departments and research

centers with appropriate faculty replacement, equipment, secretarial assistance, and budgetary relief. There should also be a continuing review of University units to determine whether resources can be reallocated for increased effectiveness. Moreover, the University should undertake to increase significantly its endowment to provide more funds for scholarships, fellowships, and grants.

In recognition of the central importance of professional standards of evaluation, THE PRINCIPLES OF ACADEMIC FREEDOM AND FACULTY GOVERNANCE ARE AFFIRMED. This principle holds that the faculty must have the freedom to teach and to perform research unimpeded by the threat of loss of jobs due to personal opinion, or by social stigma due to the nature of their investigations, provided only that these investigations be relevant to the professional area of training within which they are charged with teaching and research. Moreover, participatory governance on the part of faculty must exist at all levels of the University, because no set of managers or administrators has the necessary expertise to understand what is required for the transmission of knowledge and the performance of research in such a vast array of sometimes unallied professional disciplines. At the same time, the structure of governance should be as efficient and nonredundant as possible, so that faculty energies are not depleted in excessive service activities.

EPILOGUE

The implementation of the role and mission of the University will require the coordinated efforts of many academic and administrative units. Existing administrative units should receive the charge to carry out those aspects of the mission that fall within their jurisdiction. Special ad hoc committees should be appointed only in those cases in which the goals of concern are not covered by the existing committee structure, or in those cases in which existing committees do not, or cannot, effectively carry out the objectives with which they are charged. In all cases, the appropriate administrative unit should be held accountable for implementation of the mission of the University. This should include translating the goals into achievable quantitative objectives and developing realistic plans for attaining the objectives.

The current role and mission statement does not suggest a radical departure from the traditional goals of the University. Instead, the concern has been to translate abstract and traditional goals into more specific, policy-oriented directions. Many of the goals are attainable through effective management of existing resources. Other goals will require expanding the financial base of the University. In the case of graduate programs, the funding formula established by the Ohio Board of Regents provides significant opportunities for expansion and development. In other cases, creative administrative leadership will be required for attaining desired goals.

In the process of developing the role and mission statement, many more objectives for the University were identified than were included in the present report. The hopes and aspirations of the

University's faculty are many and varied. Most of the specific goals that were incorporated grew out of the process by which the faculty were involved in reflections of what the role and mission should be. The open hearings conducted by the subcommittees, the two addresses to the faculty by President Olscamp, the final reports of the subcommittees, and the statements submitted by individual faculty members were all an integral part of the process by which the role and missions statement was formulated. The final reports submitted by the subcommittees contain a large number of recommendations for the implementation of the University's goals. Not all of them are feasible, given the current budgetary resources of the University, but many of them are. The appropriate administrative units will receive copies of the subcommittee reports, and the recommendations for goal implementation should receive serious consideration.

Administrative Staff Council By-Laws

Article 2 Committees

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve on ASC standing committees. ~~Ballots will be distributed annually at the April council meeting and results announced at the May meeting. Ballots shall be returned within two weeks.~~ Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

Section 3: University Standing Committees

Those administrative staff elected to University standing committees need not be ASC representatives and shall be elected by the entire administrative staff. ~~Annually, in February, a request will be filed through the Monitor for nominations and volunteers from the entire administrative staff for specific University standing committees. Ballots shall be mailed to all administrative staff in April and returned within two weeks. Results will be announced at the May meeting.~~ In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

ARTICLE 3 APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP

ANNUALLY, IN DECEMBER, THE EXECUTIVE COMMITTEE SHALL ASSESS THE APPORTIONMENT OF THE ASC MEMBERSHIP FOR THE PURPOSE OF DETERMINING PROPORTIONAL REPRESENTATION ON THE ASC AS PROVIDED FOR IN SECTION III OF THE ADMINISTRATIVE STAFF COUNCIL CHARTER. THE EXECUTIVE COMMITTEE SHALL REPORT ITS FINDINGS TO THE ASC.

Article-3-4 Elections

Section 1: NOMINATIONS AND Elections to the Administrative Staff Council

~~Annually, in January, the Elections Committee will assess ASC membership apportionment on the basis of one representative for each ten or fewer contract staff administrators in each Vice Presidential area. The Committee will report its findings and recommendations to the Executive Committee.~~

~~The Elections Committee will prepare and circulate to each administrative staff member, by Vice Presidential area, nomination forms for the purpose of receiving from the total administrative staff the names of individuals in their Vice Presidential areas whom they wish to nominate for election to the Administrative Staff Council. The nomination forms must be returned within two weeks. The Elections Committee will tabulate the nomination ballots and review the list for eligibility purposes. All nominees will be contacted to ascertain their willingness to run for election. Annually, during February and upon receiving approval of the nomination list by the Executive Committee, the Elections Committee will announce the candidates for each Vice Presidential area. The Elections Committee shall send ballots to all administrative staff at least three weeks before the regularly scheduled March meeting. The ballots will call for a return date of ten days from the date sent. No ballots will be accepted after the deadline date. The Elections Committee shall count all ballots. Ballots and working papers will be retained until the election has been certified. A permanent list of the election results shall be kept. Committee members will not reveal the voting results until reported at a council meeting. The Elections Committee will report the results of the election at the regularly scheduled March council meeting. The council shall validate the conduct of the election and shall certify the election. After certification, the Election Committee shall retain for one month, all envelopes, ballots and working papers which shall then be destroyed. The council has the option of inviting the newly elected council members to the April meeting of the council. Positions vacated by resignation or for other reasons prior to the dates of the annual election shall be filled by the Executive Committee by appointment from the Vice Presidential area represented by the vacated position. The vacant position shall be offered to the person who received the next highest number of votes in the preceding election. Such appointments shall be ratified by the Administrative Staff Council and shall continue until the next regular election.~~

A. NOMINATIONS

ON COMPLETION OF THE APPORTIONMENT OF THE ASC MEMBERSHIP, THE ELECTION COMMITTEE ANNUALLY, IN JANUARY, SHALL SEEK NOMINATIONS OF CANDIDATES FOR ELECTION TO ASC. NOMINATIONS SHALL BE MADE BY AND FROM AMONG THE TOTAL ADMINISTRATIVE STAFF BY VICE PRESIDENTIAL OR PRESIDENTIAL AREA.

B. ELECTIONS

THE ELECTION COMMITTEE, ANNUALLY IN FEBRUARY AND FOLLOWING CERTIFICATION OF CANDIDATES, SHALL CONDUCT THE ASC ELECTION. VOTES SHALL BE CAST BY THE TOTAL ADMINISTRATIVE STAFF FOR THOSE CANDIDATES IN THEIR VICE PRESIDENTIAL OR PRESIDENTIAL AREA.

~~Section 3: Elections to the ASC Executive Committee and Election of Officers~~

~~The specific elections procedures for officers and the Executive Committee are covered in Article 2, Section 2. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.~~

SECTION 2: NOMINATIONS AND ELECTIONS TO UNIVERSITY STANDING COMMITTEES

ANY ADMINISTRATIVE STAFF MEMBER SHALL BE ELIGIBLE FOR MEMBERSHIP ON UNIVERSITY STANDING COMMITTEES AS PROVIDED FOR IN ARTICLE 2, SECTION 3 OF THE BY-LAWS OF THE ADMINISTRATIVE STAFF COUNCIL.

A. NOMINATIONS

ANNUALLY IN JANUARY, THE ELECTION COMMITTEE WILL SEEK FROM THE TOTAL ADMINISTRATIVE STAFF NOMINATIONS AND VOLUNTEERS FOR ELECTION TO SPECIFIC UNIVERSITY STANDING COMMITTEES.

B. ELECTION

THE ELECTION COMMITTEE, ANNUALLY IN FEBRUARY AND UPON CERTIFICATION OF CANDIDATES, SHALL CONDUCT THE ELECTION OF MEMBERS TO SPECIFIC UNIVERSITY STANDING COMMITTEES. VOTES SHALL BE CAST BY THE TOTAL ADMINISTRATIVE STAFF.

SECTION 3: NOMINATION AND ELECTION OF ASC OFFICERS

THE ASC OFFICERS SHALL BE THOSE DEFINED IN SECTION IV OF THE ADMINISTRATIVE STAFF COUNCIL CHARTER.

A. NOMINATIONS

ON COMPLETION OF THE ELECTION OF ASC REPRESENTATIVES, THE ELECTION COMMITTEE, ANNUALLY IN MARCH, SHALL REQUEST OF THE EXECUTIVE COMMITTEE THAT IT PREPARE A LIST OF NOMINEES FOR ELECTION AS OFFICERS OF ASC. ALSO, ANNUALLY IN MARCH, THE ELECTION COMMITTEE, BY NOTICE FILED THROUGH THE MONITOR, SHALL SOLICIT ADDITIONAL NOMINATIONS FOR ASC OFFICERS BY THE TOTAL ADMINISTRATIVE STAFF. NOMINEES FOR ELECTION AS ASC OFFICERS SHALL BE DRAWN FROM THE ADMINISTRATIVE STAFF COUNCIL.

B. ELECTIONS

THE ELECTION COMMITTEE, ANNUALLY IN APRIL AND FOLLOWING CERTIFICATION OF CANDIDATES, SHALL CONDUCT THE ELECTION OF ASC OFFICERS. VOTES SHALL BE CAST BY THE TOTAL ADMINISTRATIVE STAFF.

SECTION 4: NOMINATION AND ELECTION OF ASC AREA REPRESENTATIVES TO THE EXECUTIVE COMMITTEE

THE AREA REPRESENTATIVES TO THE EXECUTIVE COMMITTEE SHALL BE THOSE DEFINED IN SECTION IV OF THE ADMINISTRATIVE STAFF COUNCIL CHARTER. AREA REPRESENTATIVES SERVE ONE-YEAR TERMS AND ARE ELIGIBLE FOR RE-ELECTION.

A. NOMINATIONS

ANNUALLY IN MARCH, THE ELECTION COMMITTEE WILL PREPARE A LIST BY VICE PRESIDENTIAL AREA OF THOSE ASC MEMBERS ELIGIBLE FOR ELECTION TO THE EXECUTIVE COMMITTEE.

B. ELECTIONS

THE ELECTION COMMITTEE, ANNUALLY IN APRIL, AND FOLLOWING CERTIFICATION OF CANDIDATES SHALL CONDUCT THE ELECTION FOR ASC AREA REPRESENTATIVES TO THE EXECUTIVE COMMITTEE. VOTES SHALL BE CAST BY THE TOTAL ADMINISTRATIVE STAFF FOR THOSE CANDIDATES IN THEIR VICE PRESIDENTIAL AREA.

~~Section 2: Elections to ASC and University Standing Committees~~

~~The specific elections procedures for ASC and University standing committees are delineated in Article 2, Sections 2 and 3. For general processes, including contacting of nominees and accepting and retaining ballots, refer to Article 3, Section 1.~~

SECTION 5: NOMINATION AND ELECTION TO ASC STANDING COMMITTEES

ASC STANDING COMMITTEES SHALL BE COMPRISED OF MEMBERS OF THE ASC AS PROVIDED FOR IN ARTICLE 2, SECTION 2 OF THE BYLAWS OF THE ADMINISTRATIVE STAFF COUNCIL.

A. NOMINATION

ASC MEMBERS MAY BE NOMINATED OR MAY VOLUNTEER TO SERVE ON ASC STANDING COMMITTEES. ANNUALLY IN MARCH, THE ELECTION COMMITTEE WILL SOLICIT NOMINATIONS AND VOLUNTEERS TO SERVE ON ASC STANDING COMMITTEES.

B. ELECTION

THE ELECTION COMMITTEE, ANNUALLY IN APRIL AND FOLLOWING CERTIFICATION OF CANDIDATES, SHALL CONDUCT THE ELECTION OF MEMBERS TO ASC STANDING COMMITTEES. VOTES SHALL BE CAST BY THE TOTAL ASC MEMBERSHIP.

SECTION 6: GENERAL PROCEDURES

- a. THE ELECTION COMMITTEE SHALL PREPARE, DISTRIBUTE, RECEIVE AND TABULATE ALL NOMINATION FORMS AND ELECTION BALLOTS.
- b. THE ELECTION COMMITTEE SHALL CERTIFY CANDIDATES TO INCLUDE ELIGIBILITY FOR THE OFFICE AND THE CONSENT OF THE CANDIDATE TO STAND FOR ELECTION.
- c. THE ELECTION COMMITTEE SHALL CERTIFY THE RESULTS OF ELECTIONS. SUCH CERTIFICATION SHALL BE REPORTED TO THE EXECUTIVE COMMITTEE.
- d. THE ELECTION COMMITTEE SHALL CONDUCT NOMINATIONS AND ELECTIONS IN THOSE MONTHS DESIGNATED IN THE BY-LAWS. SUCH NOMINATIONS AND ELECTIONS SHALL COMMENCE ON THE FIRST MONDAY FOLLOWING THE REGULARLY SCHEDULED ASC MEETING IN THE MONTHS DESIGNATED.
- e. THE FINAL DATE FOR RECEIPT OF NOMINATION FORMS AND ELECTION BALLOTS IS TEN (10) WORK DAYS AFTER DISTRIBUTION BY THE ELECTION COMMITTEE.
- f. THE RESULTS OF ALL NOMINATIONS AND ELECTIONS SHALL BE REPORTED TO THE ADMINISTRATIVE STAFF COUNCIL BY THE ELECTION COMMITTEE AT THE FIRST REGULARLY SCHEDULED ASC MEETING FOLLOWING TABULATION OF THE RESULTS.
- g. THE ELECTION COMMITTEE SHALL RETAIN ALL NOMINATION FORMS, ELECTION BALLOTS AND WORKING PAPERS FOR A PERIOD OF TWENTY (20) WORK DAYS FOLLOWING THEIR TABULATION AFTER WHICH TIME THEY SHALL BE DESTROYED.
- h. THE SECRETARY OF ASC SHALL MAINTAIN A PERMANENT RECORD OF ALL NOMINATIONS AND ELECTION RESULTS.
- i. THE EXECUTIVE COMMITTEE SHALL DECIDE ANY CHALLENGE TO THE CONDUCT OR RESULTS OF A NOMINATION PROCESS OR OF AN ELECTION.

SECTION 7: RUN-OFF ELECTIONS

IF ON THE FIRST BALLOT IN AN ELECTION NO ONE CANDIDATE RECEIVES A MAJORITY OF THE VOTES CAST, BALLOTING SHALL CONTINUE UNTIL ONE CANDIDATE RECEIVES A MAJORITY OF THE VOTES CAST. BALLOTS SUBSEQUENT TO THE FIRST WILL INCLUDE THE NAMES OF THOSE WHO RECEIVED THE HIGHEST NUMBER OF VOTES AND WHO, TAKEN TOGETHER, RECEIVED AT LEAST 51 PERCENT OF THE VOTES CAST.

ARTICLE 5 VACANCIES

POSITIONS VACATED BY RESIGNATION OR FOR OTHER REASONS PRIOR TO THE DATES OF THE ANNUAL ELECTION FOR THE POSITION VACATED SHALL BE FILLED AS FOLLOWS.

SECTION 1: ASC CHAIR

A VACANCY IN THE POSITION OF ASC CHAIR SHALL BE FILLED BY THE CHAIR-ELECT.

SECTION 2: OTHER VACANCIES

A VACANCY IN OTHER POSITIONS PROVIDED FOR IN THE ADMINISTRATIVE STAFF COUNCIL CHARTER AND THE BY-LAWS SHALL BE FILLED BY THE PERSON WHO, IN THE PRECEEDING ELECTION, RECEIVED THE NEXT HIGHEST NUMBER OF VOTES FOR THE POSITION VACATED. IN THE EVENT THAT THERE IS A TIE IN THE NUMBER OF VOTES FOR THE PERSONS RECEIVING THE NEXT HIGHEST NUMBER OF VOTES, THE VACANCY SHALL BE FILLED BY LOT CONDUCTED BY THE EXECUTIVE COMMITTEE.

SECTION 3: UNFILLED VACANCIES

IN THE EVENT THAT A VACANCY IS NOT FILLED AS SPECIFIED IN ARTICLE 5, SECTIONS 1 AND 2, THE ELECTION COMMITTEE SHALL CONDUCT A SPECIAL ELECTION FOLLOWING THE ELECTION PROCEDURES FOR THAT POSITION.

Article 4 6 Finance

Article 5 7 Official Liaison

Article 6 8 Quorum

Article 7 9 Rules of Order

Article 8 10 Amendments of ~~Charter and~~ By-Laws

Section 1

Amendments to the ~~Charter and/or the~~ By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10 percent of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10 percent of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the ~~Charter or~~ By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty (20) days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article, shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The ~~Charter and/or~~ By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the ~~Charter and~~ By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the ~~Charter and/or~~ By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.



March 25, 1986

Office of On Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011
Cable: BGSUOH

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, Amendments Committee *Jill Carr*

RE: Revised By-Laws

Enclosed please find the revised edition of the Administrative Staff Council By-laws. In accordance with these by-laws, the revisions goes into effect immediately. Please destroy your current copy and replace it with these.

If you have any questions, please give me a call.

Thank you.

JC/jm

cc: Susan Caldwell



Bowling Green State University

June 16, 1986

Office of On Campus Housing
Bowling Green, Ohio 43403
(419) 372-2011
Cable: BGSUOH

MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, Chairperson, By-Laws Committee
RE: Update on Article 4, Section 7

At the June 5, 1986 meeting of the Administrative Staff Council, approval was given to update Article 4, Section 7 of the ASC By-laws.

Enclosed is the updated page. Please remove the current page and replace it with this one.

Thank you.

JC/jm

cc: Susan Caldwell

Article 4Section 7

Current By-Law - If on the first ballot in an election no one candidate receives a majority of the votes cast, balloting shall continue until one candidate receives a majority of the votes cast. Ballots subsequent to the first will include the names of those who received the highest number of votes and who, taken together, received at least 51 percent of the votes cast.

Proposed By-Law - If on the first ballot in an election no one candidate receives a majority of the votes, a run-off election shall be conducted. Ballots shall consist of the names of those who, together, achieved the required majority. The winner of the run-off election shall be the one candidate who receives the highest total number of votes.

Proposed Amendments to the ASC By-Laws

ARTICLE 5 VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows.

Section 1: ASC Chair

A vacancy in the position of ASC Chair shall be filled by the Chair-elect. IF THE CHAIR-ELECT IS UNABLE TO FILL THE POSITION FOR THE CURRENT YEAR, THEY RETAIN THE CHAIR-ELECT TITLE. THE CANDIDATE WHO RECEIVED THE NEXT HIGHEST NUMBER OF VOTES FOR CHAIR-ELECT SHALL BE ASKED TO FILL THE CHAIR VACANCY FOR THE REMAINDER OF THE CURRENT YEAR.

Section 2: Other Vacancies

- A. A vacancy in other positions provided for in the Administrative Staff Council Charter and the By-Laws shall be filled by the person who, in the preceeding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.
- B. IN THE EVENT A COUNCIL MEMBER CHOOSES TO TAKE AN APPROVED LEAVE FROM COUNCIL DURING THEIR TERM OF OFFICE, A PERMANENT SUBSTITUTE WILL BE CHOSEN BY THE COUNCIL MEMBER. ONE MONTH PRIOR TO THE BEGINNING OF THE LEAVE PERIOD, THE NAME OF THE SUBSTITUTE SHALL BE SUBMITTED TO THE EXECUTIVE COMMITTEE FOR THEIR CONFIRMATION. THE SUBSTITUTE SHALL HAVE FULL VOTING PRIVILEGES AND SHALL MEET ALL OBLIGATIONS OF A FULL COUNCIL MEMBER. THE OPTION TO DESIGNATE A SUBSTITUTE FOR THE PURPOSES OF AN APPROVED LEAVE SHALL NOT EXCEED ONE YEAR. SHOULD AN APPROVED LEAVE BE GRANTED FOR MORE THAN ONE YEAR, THE COUNCIL MEMBER SHALL BE REQUESTED TO RESIGN THE REMAINDER OF THEIR TERM.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Election Committee shall conduct a special election following the election procedures for that position.

Proposed Ammendment to the ASC Charter

SECTION IV - Officers and Committees

PRESENT: Committees

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each Vice Presidential area, elected from the Administrative Staff Council by the full administrative staff membership.

- PROPOSED:
1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, THE IMMEDIATE PAST CHAIR, the Secretary and one representative from each Vice Presidential area, elected from the Administrative Staff Council by the full administrative staff membership.

To be 32 138
Discussed
3-6-86

APPENDIX A
BY-LAWS OF THE
ADMINISTRATIVE STAFF COUNCIL

ARTICLE 1 MEETINGS

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

Section 6: Attendance Policy

~~An Administrative Staff Council member who is absent from three consecutive regular meetings without having sent an alternate or a total of five meetings during the academic year, and who has not offered for such absences reasons acceptable to the Executive Committee, shall be designated by the Executive Committee as absentee.~~

ADMINISTRATIVE STAFF COUNCIL MEMBERS WILL SELECT A DESIGNATED ALTERNATE WHO MAY SUBSTITUTE FOR SAID ASC MEMBER A MAXIMUM OF 3 TIMES PER FISCAL YEAR. AN ASC MEMBER WHO IS ABSENT IN EXCESS OF THESE 3 REGULAR MEETINGS SHALL BE DESIGNATED BY THE EXECUTIVE COMMITTEE AS ABSENTEE.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

ARTICLE 2 COMMITTEES

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve as ASC standing committees. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and ~~four~~ TWO other council members ~~in the last year of their terms~~. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.
- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Scholarship - This committee shall be composed of three members. The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.
- F. Amendments - This committee shall be comprised of four members. It shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.
- G. Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award.

TWO

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

7/85

ARTICLE 3 APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP

Annually, ~~in December~~, the Executive Committee shall assess the apportionment of the ASC membership for the purpose of determining proportional representation on the ASC as provided for in Section III of the Administrative Staff Council Charter. The Executive Committee shall report its findings to the ASC.

ARTICLE 4 ELECTIONS

Section 1: Elections to the Administrative Staff Council

A. Nominations

On completion of the apportionment of the ASC membership, the election committee annually, ~~in January~~, shall seek nominations of candidates for election to ASC. Nominations shall be made by and from among the total administrative staff by vice presidential or presidential area.

B. Elections

The election committee, annually, ~~in February~~ and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their vice presidential or presidential area.

Section 2: Nominations and Elections to University Standing Committees

Any administrative staff member shall be eligible for membership on University Standing Committees as provided in Article 2, Section 3 of the By-Laws of the Administrative Staff Council.

A. Nominations

Annually ~~in January~~, the Election Committee will seek from the total administrative staff nominations and volunteers for election to specific University Standing Committees.

B. Election

The Election Committee, annually, ~~in February~~ and upon certification of candidates, shall conduct the election of members to specific University Standing Committees. Votes shall be cast by the total Administrative Staff.

Section 3: Nomination and Election of ASC Officers

The ASC officers shall be those defined in Section IV of the Administrative Staff Council Charter.

A. Nominations

On completion of the election of ASC representatives, the Election Committee, annually, ~~in March~~, shall request of the Executive Committee that it prepare a list of nominees for election as officers of ASC. Also, annually, ~~in March~~, the Election Committee, by notice filed through the Monitor, shall solicit additional nominations for ASC officers by the total Administrative Staff. Nominees for election as ASC officers shall be drawn from the Administrative Staff Council.

B. Elections

The Election Committee, annually, ~~in April~~ and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total Administrative Staff.

Section 4: Nomination and Election of ASC Area Representatives to the Executive Committee

The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations

Annually, ~~in March~~, the Election Committee will prepare a list by vice presidential area of those ASC members eligible for election to the Executive Committee.

B. Elections

The Election Committee, annually ~~in April~~, and following certification of candidates shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total Administrative Staff for those candidates in their vice presidential area.

Section 5: Nomination and Election to ASC Standing Committees

ASC Standing Committees shall be comprised of members of the ASC as provided for in Article 2, Section 2 of the By-Laws of the Administrative Staff Council.

A. Nominations

ASC members may be nominated or may volunteer to serve on ASC Standing Committees. Annually, ~~in March~~, the Election Committee will solicit nominations and volunteers to serve on ASC Standing Committees.

B. Election

The Election Committee annually ~~in April~~ and following certification of candidates, shall conduct the election of members to ASC Standing Committees. Votes shall be cast by the total ASC membership.

Section 6: General Procedures

- A. The Election Committee shall prepare, distribute, receive and tabulate all nomination forms and election ballots.
- B. The Election Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The Election Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The Election Committee shall conduct nominations and elections ~~in those months designated in the By-Laws. Such nominations and elections shall commence on the first Monday following the regularly scheduled ASC meeting in the months designated.~~
- E. The final date for receipt of nomination forms and election ballots is ten (10) work days after distribution by the Election Committee.
- F. The results of all nominations and elections shall be reported to the Administrative Staff Council by the Election Committee at the first regularly scheduled ASC meeting following tabulation of the results.
- G. The Election Committee shall retain all nomination forms, election ballots and working papers for a period of twenty (20) work days following their tabulation after which time they shall be destroyed.

- H. The secretary of ASC shall maintain a permanent record of all nominations and election results.
- I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

Section 7: Run-Off Elections

If on the first ballot in an election no one candidate receives a majority of the votes cast, balloting shall continue until one candidate receives a majority of the votes cast. Ballots subsequent to the first will include the names of those who received the highest number of votes and who, taken together, received at least 51 percent of the votes cast.

ARTICLE 5 VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows.

Section 1: ASC Chair

A vacancy in the position of ASC Chair shall be filled by the Chair-Elect.

Section 2: Other Vacancies

A vacancy in other positions provided for in the Administrative Staff Council Charter and the By-Laws shall be filled by the person who, in the preceeding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Election Committee shall conduct a special election following the election procedures for that position.

ARTICLE 6 FINANCE

A committee consisting of at least two ASC members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account

This account will include cash donations from dues and other contributions not part of the University budget to be used as the needed arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

ARTICLE 7 OFFICIAL LIAISON

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor", published by the Bowling Green State University Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

COUNCIL

Section 4: Classified Staff ~~Advisory Committee~~

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Advisory Committee. ~~COUNCIL~~. This liaison will attend meetings of the ~~CSAC~~ and will serve as a communications link between the two groups. CSC

ARTICLE 8 QUORUM

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of a majority of Administrative Staff Council or committee membership.

Section 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

ARTICLE 9 RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

ARTICLE 10 AMENDMENTS OF BY-LAWS

Section 1

Amendments to the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10% of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.



Bowling Green State University

June 16, 1986

148
Office of On Campus Housing
Bowling Green, Ohio 43403
(419) 372-2011
Cable: BGSUOH

MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, Chairperson, By-Laws Committee
RE: Update on Article 4, Section 7

At the June 5, 1986 meeting of the Administrative Staff Council, approval was given to update Article 4, Section 7 of the ASC By-laws.

Enclosed is the updated page. Please remove the current page and replace it with this one.

Thank you.

JC/jm

cc: Susan Caldwell

Article 4Section 7

Current By-Law - If on the first ballot in an election no one candidate receives a majority of the votes cast, balloting shall continue until one candidate receives a majority of the votes cast. Ballots subsequent to the first will include the names of those who received the highest number of votes and who, taken together, received at least 51 percent of the votes cast.

Proposed By-Law - If on the first ballot in an election no one candidate receives a majority of the votes, a run-off election shall be conducted. Ballots shall consist of the names of those who, together, achieved the required majority. The winner of the run-off election shall be the one candidate who receives the highest total number of votes.

ARTICLE 5 VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows.

Section 1: ASC Chair

A vacancy in the position of ASC Chair shall be filled by the Chair-elect. IF THE CHAIR-ELECT IS UNABLE TO FILL THE POSITION FOR THE CURRENT YEAR, THEY RETAIN THE CHAIR-ELECT TITLE. THE CANDIDATE WHO RECEIVED THE NEXT HIGHEST NUMBER OF VOTES FOR CHAIR-ELECT SHALL BE ASKED TO FILL THE CHAIR VACANCY FOR THE REMAINDER OF THE CURRENT YEAR.

Section 2: Other Vacancies

- A. A vacancy in other positions provided for in the Administrative Staff Council Charter and the By-Laws shall be filled by the person who, in the preceeding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.
- B. IN THE EVENT A COUNCIL MEMBER CHOOSES TO TAKE AN APPROVED LEAVE FROM COUNCIL DURING THEIR TERM OF OFFICE, A PERMANENT SUBSTITUTE WILL BE CHOSEN BY THE COUNCIL MEMBER. ONE MONTH PRIOR TO THE BEGINNING OF THE LEAVE PERIOD, THE NAME OF THE SUBSTITUTE SHALL BE SUBMITTED TO THE EXECUTIVE COMMITTEE FOR THEIR CONFIRMATION. THE SUBSTITUTE SHALL HAVE FULL VOTING PRIVILEGES AND SHALL MEET ALL OBLIGATIONS OF A FULL COUNCIL MEMBER. THE OPTION TO DESIGNATE A SUBSTITUTE FOR THE PURPOSES OF AN APPROVED LEAVE SHALL NOT EXCEED ONE YEAR. SHOULD AN APPROVED LEAVE BE GRANTED FOR MORE THAN ONE YEAR, THE COUNCIL MEMBER SHALL BE REQUESTED TO RESIGN THE REMAINDER OF THEIR TERM.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Election Committee shall conduct a special election following the election procedures for that position.



Bowling Green State University

Ice Arena
Bowling Green, Ohio 43403-0035
(419) 372-2264
Cable: BGSUOH

MEMORANDUM

TO: Jill Carr, Chair
Administrative Staff Council

FROM: Greg Jordan, Chair
By-Laws and Elections Committee

RE: Year End Report

DATE: June 11, 1990

A handwritten signature in cursive script, appearing to read "Greg", written over the "FROM" line of the memorandum.

The activities of these two committees this year were few. Only one by-law change came about regarding replacing members of ASC. The elections were conducted as outlined in our charter.

As secretary, I would be more than happy to chair these committees next year. Upon receipt of our new handbook in July, a goal of the by-laws committee will be to conduct a complete review of the document to see that all is in order.

If you need additional information, please advise.

gr

CONTRACT INFORMATIONAppointment Information APPOINTMENT OF ADMINISTRATIVE STAFF

~~Administrative--staff--members--shall--be--advised--in--writing--at--the--time--of--initial--appointment--of--the--primary--responsibility--of--the--position--including--title,--salary,--and--pay--period.---~~

AT THE TIME OF INITIAL APPOINTMENT, THE ADMINISTRATIVE STAFF MEMBER SHALL RECEIVE FROM THE CONTRACTING OFFICER A CONTRACT AND A LETTER OF APPOINTMENT WHICH SHALL INCLUDE THE JOB DESCRIPTION AND OTHER TERMS OF EMPLOYMENT SUCH AS TITLE, SALARY, AND PAY PERIODS.

Obligation to the University

~~An--administrative--staff--member--may--not--accept--employment--from--outside--the--University--that--will--adversely--affect--fulfillment--of--the--responsibilities--and--duties--of--the--assigned--position/title.-~~

Continuance/Termination/ReleaseA. Continuance CONTINUANCE OF CONTRACT

Appointments to full-time administrative staff positions will be subject to renewal or non-renewal annually, on a fiscal year basis. It is assumed that a full-time administrative staff member will receive successive annual contracts unless:

1. The contract states the contrary.
2. The University has made the decision not to ~~continue employment~~ RENEW THE CONTRACT (SEE NON-RENEWAL OF CONTRACT, BELOW) and has given timely WRITTEN notification TO THE ADMINISTRATIVE STAFF MEMBER as follows:
 - a. not later than March 1 of the first, second and third years of contract service if appointment is to expire at the end of one of those fiscal years.
 - b. not later than January 1 of any subsequent fiscal year of contract service.

~~Recommendations--for--non--renewal--(which--will--include--supportive--information)---will--be--made--to--the--appropriate--supervisor--whether--President,--appropriate--Vice--President--or--Dean--by--area--heads.-~~

NOTE: FOR ADMINISTRATIVE STAFF MEMBERS WHOSE CONTRACTS DO NOT BEGIN ON JULY 1, THE ABOVE DATES WILL BE ADJUSTED TO FOUR MONTHS PRIOR TO THE END OF THE CONTRACT FOR PERSONS IN FIRST, SECOND AND THIRD YEARS AND TO SIX MONTHS PRIOR TO THE END OF THE CONTRACT FOR PERSONS IN SUBSEQUENT CONTRACT YEARS OF SERVICE.

B. NON-RENEWAL OF CONTRACT

RECOMMENDATIONS FOR NON-RENEWAL SHALL BE MADE IN WRITING TO THE CONTRACTING OFFICER AND SHALL INCLUDE SUPPORTING WRITTEN DOCUMENTATION. EXAMPLES OF REQUIRED DOCUMENTATION FOLLOW.

IN THE CASE OF NON-RENEWAL BECAUSE OF PERFORMANCE, THE WRITTEN DOCUMENTATION SHALL INCLUDE COPIES OF PAST PERFORMANCE EVALUATIONS.

IN THE CASE OF NON-RENEWAL BECAUSE OF REORGANIZATION, AN EMPLOYEE'S INABILITY TO SERVE THE UNIVERSITY WITHIN THE REORGANIZED UNIT SHALL BE EXPLAINED.

C. ~~Termination~~ TERMINATION OF CONTRACT

Termination of the appointment and contract before the end of any contracted term of service shall be referred to as "Termination for Cause." ~~or -- "Release."~~ AN ADMINISTRATIVE STAFF MEMBER MAY BE TERMINATED FOR CAUSE DURING THE CONTRACT YEAR FOR THE FOLLOWING REASONS:

~~1. --- Termination for Cause ---~~

~~a. --- An administrative staff member may be terminated for cause during the contract year for the following reasons: ---~~

~~i) 1. conviction of a felony;~~

~~ii) 2. if credentials are proved to be fraudulent; --
PROOF OF FRAUDULENT CREDENTIALS;~~

~~iii) 3. DOCUMENTED REPEATED failure to perform duties and services -- (as identified in the appointed position or title and/or as may be assigned or changed) -- to the satisfaction of the staff member's immediate supervisor;~~

4. DOCUMENTED FAILURE TO ACCEPT REASONABLE CHANGES IN THE JOB DESCRIPTION AS REQUIRED BY EVOLVING TECHNOLOGY OR BY CHANGES IN UNIVERSITY ORGANIZATION, PRIORITIES, OR RESOURCES.

PROCEDURES FOR TERMINATION

RECOMMENDATIONS FOR TERMINATION SHALL ORIGINATE WITH THE IMMEDIATE SUPERVISOR AND SHALL BE SENT TO THE CONTRACTING OFFICER VIA APPROPRIATE AREA OR DEPARTMENT HEADS. IF THE IMMEDIATE SUPERVISOR IS A CONTRACTING OFFICER, THE RECOMMENDATION IS SENT TO THE AREA VICE PRESIDENT OR TO THE PRESIDENT, WHICHEVER IS APPROPRIATE. THE FINAL DECISION TO TERMINATE AN ADMINISTRATIVE STAFF MEMBER IMMEDIATELY IS MADE

BY THE CONTRACTING OFFICER OR BY THE VICE PRESIDENT OR PRESIDENT IF THE CONTRACTING OFFICER IS THE IMMEDIATE SUPERVISOR). THE OFFICE OF ADMINISTRATIVE STAFF PERSONNEL SERVICES SHALL BE ADVISED OF RECOMMENDATIONS AND DECISIONS CONCERNING TERMINATION. IN THE EVENT OF TERMINATION, THE STAFF MEMBER SHALL BE CONTINUED ON THE PAYROLL FOR FOURTEEN CALENDAR DAYS FOLLOWING THE DATE OF DISMISSAL.

D. SUSPENSION

IN LIEU OF IMMEDIATE TERMINATION FOR THE ABOVE-CITED REASONS, AN ADMINISTRATIVE STAFF MEMBER MAY BE SUSPENDED WITHOUT PAY UNTIL THE PROBLEM IS RESOLVED. IN THE EVENT THE SUSPENSION IS RESOLVED TO THE STAFF MEMBER'S FAVOR, THE STAFF MEMBER SHALL BE ENTITLED TO FULL BACK PAY AND BENEFITS. THE STAFF MEMBER MAY ALSO BE CONTINUED ON SUSPENDED STATUS WITH PAY ON A TEMPORARY ASSIGNMENT TO OTHER JOB RESPONSIBILITIES.

~~2. --- Dismissal or Suspension~~

~~Recommendations for termination for cause noted above shall be sent to the President or appropriate Vice President with appropriate documentation. After a decision for dismissal or suspension is made, written notice shall be given to the staff member involved stating all provisions relating to that notice. The President or appropriate Vice President may dismiss or suspend the staff member immediately. In the event of a dismissal or suspension, the staff member shall be continued on the payroll for fourteen (14) calendar days following the date of dismissal or suspension. The President or appropriate Vice President may continue the staff member on suspended status with pay through temporary assignment to other job responsibilities until the suspension is resolved. In the event the dismissal or suspension is resolved in the staff member's favor, the staff member shall be entitled to full back pay and benefits if the staff member had been dismissed or suspended without pay.~~

E. Release

Release may be ~~affected~~ EFFECTED in THE case of financial exigency, or bona fide discontinuance of a program or departmental/divisional area. ~~and~~

1. ~~the~~ A staff member IN FIRST THREE YEARS OF EMPLOYMENT ~~concerned~~ will be given a minimum of ~~three~~ FOUR months' written notice;
2. STAFF MEMBERS WITH MORE THAN THREE YEARS OF EMPLOYMENT WILL BE GIVEN SIX MONTHS' NOTICE;
3. ~~except for the~~ The release of persons funded by external grants which shall be contingent upon the availability of said grant funds.

~~A notice for termination for cause or release is not affected by Section A-(Continuance)-~~

7/85 7/86

The Director of Affirmative Action will facilitate the process for resolution of the complaint and will insure that THE appropriate ~~administrative action is taken~~ ADMINISTRATOR MAKES A DECISION in a timely manner.

F. Appeal

The ~~decision~~ RECOMMENDATION of the hearing panel AND THE DECISION OF THE APPROPRIATE ADMINISTRATOR may be appealed in writing within seven calendar days of the decision, to the President of the University. The President (or designee) will respond in writing to all parties--complainant, respondent, chair of the hearing panel, Director of Affirmative Action, and the appropriate vice president--concerning final disposition of the appeal within fourteen calendar days after receiving the appeal. The President's (or designee's) decision is final.

NEPOTISM

In keeping with good personnel management procedures and to guarantee equal employment opportunities to all, applicants may not be hired for or promoted into positions in which they would supervise or be subject to the immediate supervision of a member of their immediate family. This policy will be upheld regardless of the sex of the relatives involved and will be equally applied to both males and females.

For more specific information relative to nepotism, you may contact the Office of Affirmative Action.

THE OHIO ETHICS LAW (General Assembly of Ohio, 1973)

The Ohio Ethics Law was enacted in 1973 by the General Assembly to insure the integrity of government and to improve public confidence in government officials and employees. The following 11 points describe the major provisions of the law:

1. CONFLICT OF INTEREST. The Ethics Law guards against public officials and employees who would misuse their positions for personal gain or benefit.

Section 102.03 of the Revised Code prohibits persons appointed to or employed by a public agency now or within the past year from appearing before that agency in a representative capacity, the so-called "revolving door." The section also prohibits the disclosure or use for profit of confidential information acquired during public service, and restricts participation in license or rate-making proceedings where personal benefits might be derived. In addition, the section prohibits public servants from using their positions to secure anything of value for themselves.

THE VACATION POLICY IS DESIGNED TO PROVIDE ADMINISTRATIVE STAFF MEMBERS TIME OFF FOR REST AND RELAXATION. AN ANNUAL VACATION IS IMPORTANT TO THE WELL-BEING OF THE STAFF MEMBER, AND EACH STAFF MEMBER IS ENCOURAGED TO USE ALL EARNED. ~~Staff members are expected to utilize their~~ vacation annually and at a time approved by the area supervisor. IF A STAFF MEMBER CANNOT USE ALL VACATION IN A YEAR, VACATION CREDIT MAY BE CARRIED FORWARD TO THE NEXT YEAR. ~~A maximum of forty days of vacation may be accumulated at any one time.~~ It is expected, however, that no single vacation leave taken will exceed 20 consecutive working days unless approved in advance by the supervisor. A STAFF MEMBER'S VACATION BALANCE CANNOT EXCEED 40 DAYS AT THE END OF EACH FISCAL YEAR (JUNE 30 OF EACH YEAR).

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be forty days. In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for 12 months but who work only part of each week earn vacation on a prorated basis. For example, an employee contracted to work fifty-percent for 12 months and works part of each week, earns vacation at one-half the normal rate. Part-time 12-month administrative staff members who have completed the equivalent of one full year of service at Bowling Green State University are eligible to utilize earned vacation. At the time of separation from employment with the University, part-time administrative staff are not eligible for payment of unused vacation credit.

The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing vacation use, accrual, and balance for July-December and January-June of that year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

Questions about the vacation policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.

-7/85 7/86



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Greg Jordan, Chair
Bylaws Committee

FROM: Gregg DeCrane, Chair *GD*
Administrative Staff Council

DATE: August 15, 1990

RE: ASC Committee Assignments

Thank you for agreeing to serve as chair of the Bylaws Committee of A.S.C. The members of your committee are listed on the enclosed sheet. Please make contact with them and arrange for meetings as needed. I will be happy to meet with you individually or with your committee as a whole in regards to expectations and time lines for the year. I have enclosed a folder of information pertaining to your committee, which includes a copy of last year's bylaw's committee end-of-year report.

If at any time you need assistance or have a question, please call. The committees of ASC are really where things happen, and I believe you and your members will have a very positive experience.

GD/bal
enclosure

AMENDMENTS COMMITTEE

The following proposed changes to the Charter or By-laws are being recommended by the Amendments Committee.

CHARTER: 1. The Charter and By-laws should be moved to the appendix of the handbook as separate documents, the Charter first, the By-laws next.

2/3 vote of

ASC

30 day dist.

2. Section IV COMMITTEES shall now read...
Executive Committee: The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary, the **immediate Past-Chair**, and one representative from each Vice Presidential and President's area. In the event that the number of Administrative Staff Council representatives in any area exceeds ten, then a second representative from that area to the Executive Committee shall be elected.

Delete #2

3. Section V MEETING shall now read...
 Special meetings of the full administrative staff may be called upon the request of **ten percent** of the full membership or by a majority of the members of the Administrative Staff Council.

4. Section VI - Change 30 days to 20 days.

BY-LAWS: 1. Article 2 Section 2 now reads...
 The members of ASC Standing Committees will be ASC members and will be **appointed by the Chair**. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees will be for **one year**. **Members are eligible for reappointment.**

3/4 vote of

members present

2. Section 3 University Standing Committees
 Change one to three years

20 days

3. Article 4 Section 4
 Add to Section A - A representative must have served a minimum of one year on council (current term or past term) to be eligible for election to the Executive Committee.

4. Article 4 Section 6
 Add to A - The person who receives the most votes shall be declared the winner of the election/nomination. In the case when more than one person is to be elected, the corresponding number of top vote getters shall be declared elected. In case of a tie, a runoff election shall be conducted involving only those who tied.

Eliminate Section 7

5. Article 10 Section 8
 Delete (or by written request of the Executive Committee).

This meeting

not debated or
amended.

questions may be
asked.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Ann Bower, Chair
Personnel/Welfare Committee

FROM: Greg Jordan, Chair
Amendments Committee *Greg*

RE: Approved Changes In Administrative Staff Council Charter/Bylaws

DATE: January 22, 1991

Per our telephone conversation, you will find attached the changes to the ASC Charter and Bylaws that were approved at the January 10, 1991 meeting.

Please note that the first charter recommendation is more of a logistics one. We realize this may not be able to take effect until the handbook is completely revised.

In addition, one change was made at the February 1, 1990 meeting that was not included in the reused handbook that was distributed in July. (minutes attached)

It is my understanding that you will forward these changes to Personnel for the incorporation into our documents.

Thank you for your attention in this matter.

cc: G. DeCrane
J. Kaplan

gr

AMENDMENTS COMMITTEE

approved by ASC 1-10-91

The following proposed changes to the Charter or By-laws are being recommended by the Amendments Committee.

CHARTER: 1. The Charter and By-laws should be moved to the appendix of the handbook as separate documents, the Charter first, the By-laws next.

2. Section IV COMMITTEES shall now read...

Executive Committee: The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary, **the immediate Past-Chair**, and one representative from each Vice Presidential and President's area. **In the event that the number of Administrative Staff Council representatives in any area exceeds ten, then a second representative from that area to the Executive Committee shall be elected.**

Delete #2

3. Section V MEETING shall now read...

Special meetings of the full administrative staff may be called upon the request of **ten percent** of the full membership or by a majority of the members of the Administrative Staff Council.

4. Section VI - Change 30 days to 20 days.

BY-LAWS: 1. Article 2 Section 2 now reads...

The members of ASC Standing Committees will be ASC members and will be **appointed by the Chair**. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees will be for **one year**. **Members are eligible for reappointment.**

2. Section 3 University Standing Committees
Change one to three years

3. Article 4 Section 4

Add to Section A - **A representative must have served a minimum of one year on council (current term or past term) to be eligible for election to the Executive Committee.**

4. Article 4 Section 6

Add to A - **The person who receives the most votes shall be declared the winner of the election/nomination. In the case when more than one person is to be elected, the corresponding number of top vote getters shall be declared elected. In case of a tie, a runoff election shall be conducted involving only those who tied.**

Eliminate Section 7

5. Article 10 Section 8

Delete (or by written request of the Executive Committee).

BY-LAWS OF THE ADMINISTRATIVE STAFF COUNCIL

ARTICLE 1 MEETINGS

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

Section 6: Attendance Policy

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before members of the Executive Committee at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

ARTICLE 2 COMMITTEES

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

appointed by the chair
The members of ASC standing committees will be ASC members and will be ~~elected by ASC representatives~~. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees ~~ends with the individual ASC elected terms~~. *Shall be for one year. Members are eligible for reapp. but.* Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and other council members as needed. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.

- B. Professional Development Committee - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
- C. Personnel/Welfare - This committee shall annually review the administrative staff handbook. The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Scholarship - The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.
- F. Amendments - This committee shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.
- G. Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award.
- H. Salary - This committee shall compile comparative data and make a salary proposal each year on behalf of the administrative staff.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last ~~one~~ ^{three} years.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

ARTICLE 3 APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL
MEMBERSHIP

Annually the Executive Committee shall assess the apportionment of the ASC membership for the purpose of determining proportional representation on the ASC as provided for in Section III of the Administrative Staff Council Charter. The Executive Committee shall report its findings to the ASC.

ARTICLE 4 ELECTIONS

Section 1: Elections to the Administrative Staff Council

A. Nominations

On completion of the apportionment of the ASC membership, the election committee annually, shall seek nominations of candidates for election to ASC. Nominations shall be made by and from among the total administrative staff by vice presidential or presidential area.

B. Elections

The election committee, annually and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their vice presidential or presidential area.

Section 2: Nominations and Elections to University Standing Committees

Any administrative staff member shall be eligible for membership on University Standing Committees as provided in Article 2, Section 3 of the By-Laws of the Administrative Staff Council.

A. Nominations

Annually the Election Committee will seek from the total administrative staff nominations and volunteers for election to specific University Standing Committees.

B. Election

The Election Committee, annually and upon certification of candidates, shall conduct the election of members to specific University Standing Committees. Votes shall be cast by the total Administrative Staff.

Section 3: Nomination and Election of ASC Officers

The ASC officers shall be those defined in Section IV of the Administrative Staff Council Charter.

A. Nominations

On completion of the election of ASC representatives, the Election Committee, annually shall request of the Executive Committee that it prepare a list of nominees for election as officers of ASC. Also, annually the Election Committee, by notice filed through the Monitor, shall solicit additional nominations for ASC officers by the total Administrative Staff. Nominees for election as ASC officers shall be drawn from the Administrative Staff Council.

B. Elections

The Election Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total Administrative Staff.

Section 4: Nomination and Election of ASC Area Representatives to the Executive Committee

The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations

Annually the Election Committee will prepare a list by vice presidential area of those ASC members eligible for election to the Executive Committee. *A representative must have served a minimum of one year in current term or past term to be eligible for election to the Exec. Committee*

B. Elections

The Election Committee, annually and following certification of candidates shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total Administrative Staff for those candidates in their vice presidential area.

Section 5: Nomination and Selection to ASC Standing Committees

ASC Standing Committees shall be comprised of members of the ASC as provided for in Article 2, Section 2 of the By-Laws of the Administrative Staff Council.

A. Nominations

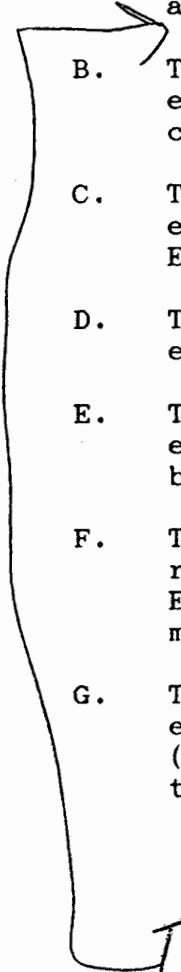
ASC members may be nominated or may volunteer to serve on ASC Standing Committees. Annually the Election Committee will solicit nominations and volunteers to serve on ASC Standing Committees.

B. Selection

From among the nominees and volunteers, the ASC Executive Committee shall annually fill vacancies on ASC standing committees.

Section 6: General Procedures

- A. The Election Committee shall prepare, distribute, receive and tabulate all nomination forms and election ballots.
- B. The Election Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The Election Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The Election Committee shall conduct nominations and elections designated in the By-Laws.
- E. The final date for receipt of nomination forms and election ballots is ten (10) work days after distribution by the Election Committee.
- F. The results of all nominations and elections shall be reported to the Administrative Staff Council by the Election Committee at the first regularly scheduled ASC meeting following tabulation of the results.
- G. The Election Committee shall retain all nomination forms, election ballots and working papers for a period of twenty (20) work days following their tabulation after which time they shall be destroyed.



The person who receives the most votes shall be declared the winner of the election. In the case where there is more than one person to be elected, the correspondingly number of top vote getters shall be declared elected. In case of a tie, a runoff election shall be conducted between only those who tied.

- H. The secretary of ASC shall maintain a permanent record of all nominations and election results.
- I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

Section 7: Run-Off Elections

If on the first ballot in an election no one candidate receives a majority of the votes cast, balloting shall continue until one candidate receives a majority of the votes cast. Ballots subsequent to the first will include the names of those who received the highest number of votes and who, taken together, received at least 51 percent of the votes cast.

ARTICLE 5 VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows.

Section 1: ASC Chair

A vacancy in the position of ASC Chair shall be filled by the Chair-Elect.

If the Chair-elect is unable to fill the position of Chair for the remaining part of the year, the title of Chair-elect is retained, and the ASC Chair vacancy shall be filled by the candidate who received the second highest number of votes for Chair-elect.

Section 2: Other Vacancies

A vacancy in other positions provided for in the Administrative Staff Council Charter and the By-Laws shall be filled by the person who, in the preceding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, ~~the Election Committee shall conduct a special election following the election procedures for that position.~~

The executive committee shall appoint a replacement for that position until the end of the fiscal year.

If a council member chooses to take an approved leave from the council during the term of office, a permanent substitute for the term of the leave from the same constituent group will be chosen by the council member. One month prior to the beginning of the leave period, the name of the substitute shall be submitted to the Executive Committee for confirmation. The substitute shall have full voting privileges and shall meet all obligations of a full council member. Should an approved leave be granted for more than one year, the council member will be obligated to resign.

ARTICLE 6 FINANCE

A committee consisting of at least two ASC members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account

This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

ARTICLE 7 OFFICIAL LIAISON

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor", published by the Bowling Green State University Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Council

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison will attend meetings of the CSC and will serve as a communications link between the two groups.

ARTICLE 8 QUORUM

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of a majority of Administrative Staff Council or committee membership.

Section 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

ARTICLE 9 RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

ARTICLE 10 AMENDMENTS OF BY-LAWS

Section 1

Amendments to the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10% of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the By-Laws may be withdrawn by a majority of the petitioners, ~~or by written request of the Executive Committee,~~

CHARTER, BOWLING GREEN STATE UNIVERSITY,
ADMINISTRATIVE STAFF COUNCIL

SECTION I - Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract shall be defined as Administrative Staff and shall be represented by the Administrative Staff Council.

SECTION II - Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent Administrative Staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

SECTION III - Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of ten percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the Vice Presidential areas of the University. Administrative Staff not reporting to a Vice President shall constitute a separate group that shall be proportionately represented on the Council. The Firelands College shall have its own proportional representation, elected by the Administrative Staff of the Firelands College. The number of members from each area shall be proportional to the number of administrative staff in that area. The apportionment shall be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

SECTION IV - Officers and Committees

Officers. Officers of Administrative Staff Council shall be a Chair, a Chair-Elect, and a Secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the full membership. The Chair and Secretary shall serve one-year

terms; the Chair-Elect shall serve one year as Chair-Elect and the next year as Chair. The term of office on the Administrative Staff Council shall be extended appropriately for any member elected Chair-Elect. Officers may be removed from office by a two-thirds vote of the full membership.

Duties of the Officers

The Chair shall preside at all meetings and the Chair (or designate) shall represent the administrative staff to all appropriate bodies and individuals.

The Chair-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, shall assume the role of Chair at the end of the Chair's term of office, and shall maintain the budget of the Administrative Staff Council.

The Secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The Secretary shall assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and the Executive Committee.

The officers of the Administrative Staff Council shall summarize the activities of the Council in an annual report to all members of the administrative staff at the conclusion of each fiscal year.

Committees

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each Vice Presidential area, *the immediate Past-Chair.* ~~and President's Area - elected from the Administrative Staff Council by the full administrative staff membership.~~ *In the event that the number of ASC representatives in any area exceeds ten, then a second representative from that area to the Exec Comm shall be elected*
2. Other Committees. Committees shall be appointed by the Executive Committee as the need arises.

SECTION V - Meetings

Meetings of the Administrative Staff Council and the Executive Committee shall be held on a regular basis. A meeting of the entire administrative staff shall be called by the Executive Council at least once a year. Special meetings of the full administrative staff may be called upon the request of ~~a~~ *ten percent* majority of the full membership of the administrative staff or of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings.

SECTION VI - Authorities and Amendments

The Council shall be governed by this Charter, the By-Laws, and other policies and procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds vote of the Administrative Staff Council provided that a copy of the amendment has been distributed to the full administrative staff membership at least ~~30~~ 30 days prior to the meeting at which the amendment is to be considered.

CODE OF STANDARDS AND RESPONSIBILITIES FOR ADMINISTRATIVE STAFF

All members of the University community share the responsibility of sustaining the highest principles of professional behavior. Those persons appointed to administrative assignments have the responsibility of promoting a healthy climate for learning and professional growth and of asserting the leadership and support essential to enhancing the University's programs and services. Effective administration promotes an institutional reputation of academic and professional excellence as well as the sound management of institutional resources.

The University follows a participatory model of governance in which numerous administrative decisions are made following consultation with faculty, students, and staff. Administrative behavior that represents dedication to service, openness to disagreement, truth and candor in communication, acceptance of human error in the quest for excellence, tolerance for variations of style, compassion as an essential quality, and reconciliation as an honorable process are all integral to the functioning of a mature university.

It is within this context that a code of standards and responsibilities has been developed. The following statements apply to all persons who hold full-time or part-time administrative assignments or other professional, non-teaching administrative staff appointments:

Responsibilities to the University Community

1. Employment as administrative staff at the University should entail the understanding and support of the provisions in the Ohio Revised Code, which set forth the legal bases for the University and for all governance documents and basic institutional policies approved by the Board of Trustees. Also administrative staff should protect the legal and financial interests of the University and the State of Ohio through the implementation and monitoring of policies approved by the Board of Trustees, councils, and agencies of the University and the State of Ohio.
2. Administrative staff should perform their professional responsibilities fairly and impartially.

APPENDIX A
BY-LAWS OF THE
ADMINISTRATIVE STAFF COUNCIL

ARTICLE 1 MEETINGS

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

Section 6: Attendance Policy

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

ARTICLE 2 COMMITTEES

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and two other council members. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.

- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Scholarship - This committee shall be composed of three members. The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.
- F. Amendments - This committee shall be comprised of two members. It shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.
- G. Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

ARTICLE 3 APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP

Annually the Executive Committee shall assess the apportionment of the ASC membership for the purpose of determining proportional representation on the ASC as provided for in Section III of the Administrative Staff Council Charter. The Executive Committee shall report its findings to the ASC.

ARTICLE 4 ELECTIONS

Section 1: Elections to the Administrative Staff Council

A. Nominations

On completion of the apportionment of the ASC membership, the election committee annually, shall seek nominations of candidates for election to ASC. Nominations shall be made by and from among the total administrative staff by vice presidential or presidential area.

B. Elections

The election committee, annually and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their vice presidential or presidential area.

Section 2: Nominations and Elections to University Standing Committees

Any administrative staff member shall be eligible for membership on University Standing Committees as provided in Article 2, Section 3 of the By-Laws of the Administrative Staff Council.

A. Nominations

Annually the Election Committee will seek from the total administrative staff nominations and volunteers for election to specific University Standing Committees.

B. Election

The Election Committee, annually and upon certification of candidates, shall conduct the election of members to specific University Standing Committees. Votes shall be cast by the total Administrative Staff.

Section 3: Nomination and Election of ASC Officers

The ASC officers shall be those defined in Section IV of the Administrative Staff Council Charter.

A. Nominations

On completion of the election of ASC representatives, the Election Committee, annually shall request of the Executive Committee that it prepare a list of nominees for election as officers of ASC. Also, annually the Election Committee, by notice filed through the Monitor, shall solicit additional nominations for ASC officers by the total Administrative Staff. Nominees for election as ASC officers shall be drawn from the Administrative Staff Council.

B. Elections

The Election Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total Administrative Staff.

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The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

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Annually the Election Committee will prepare a list by vice presidential area of those ASC members eligible for election to the Executive Committee.

B. Elections

The Election Committee, annually and following certification of candidates shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total Administrative Staff for those candidates in their vice presidential area.

Section 5: Nomination and Election to ASC Standing Committees

ASC Standing Committees shall be comprised of members of the ASC as provided for in Article 2, Section 2 of the By-Laws of the Administrative Staff Council.

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ASC members may be nominated or may volunteer to serve on ASC Standing Committees. Annually the Election Committee will solicit nominations and volunteers to serve on ASC Standing Committees.

B. Election

The Election Committee annually and following certification of candidates, shall conduct the election of members to ASC Standing Committees. Votes shall be cast by the total ASC membership.

Section 6: General Procedures

- A. The Election Committee shall prepare, distribute, receive and tabulate all nomination forms and election ballots.
- B. The Election Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The Election Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The Election Committee shall conduct nominations and elections designated in the By-Laws.
- E. The final date for receipt of nomination forms and election ballots is ten (10) work days after distribution by the Election Committee.
- F. The results of all nominations and elections shall be reported to the Administrative Staff Council by the Election Committee at the first regularly scheduled ASC meeting following tabulation of the results.
- G. The Election Committee shall retain all nomination forms, election ballots and working papers for a period of twenty (20) work days following their tabulation after which time they shall be destroyed.

- H. The secretary of ASC shall maintain a permanent record of all nominations and election results.
- I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

Section 7: Run-Off Elections

If on the first ballot in an election no one candidate receives a majority of the votes cast, balloting shall continue until one candidate receives a majority of the votes cast. Ballots subsequent to the first will include the names of those who received the highest number of votes and who, taken together, received at least 51 percent of the votes cast.

ARTICLE 5 VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows.

Section 1: ASC Chair

A vacancy in the position of ASC Chair shall be filled by the Chair-Elect.

If the Chair-elect is unable to fill the position of Chair for the remaining part of the year, the title of Chair-elect is retained, and the ASC Chair vacancy shall be filled by the candidate who received the second highest number of votes for Chair-elect.

Section 2: Other Vacancies

A vacancy in other positions provided for in the Administrative Staff Council Charter and the By-Laws shall be filled by the person who, in the preceding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Election Committee shall conduct a special election following the election procedures for that position.

If a council member chooses to take an approved leave from the council during the term of office, a permanent substitute for the term of the leave from the same constituent group will be chosen by the council member. One month prior to the beginning of the leave period, the name of the substitute shall be submitted to the Executive Committee for confirmation. The substitute shall have full voting privileges and shall meet all obligations of a full council member. Should an approved leave be granted for more than one year, the council member will be obligated to resign.

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ARTICLE 6 FINANCE

A committee consisting of at least two ASC members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account

This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

ARTICLE 7 OFFICIAL LIAISON

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

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The "Monitor", published by the Bowling Green State University Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Council

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison will attend meetings of the CSC and will serve as a communications link between the two groups.

BY-LAWS OF THE ADMINISTRATIVE STAFF COUNCIL

ARTICLE 1 MEETINGS

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

Section 6: Attendance Policy

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before members of the Executive Committee at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

ARTICLE 2 COMMITTEES

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be appointed by the Chair. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees will be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and other council members as needed. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.

- B. Professional Development Committee - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
- C. Personnel/Welfare - This committee shall annually review the administrative staff handbook. *The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions. The Chair of PWC shall serve on the Executive Committee.* *The C.H.E. shall include at least one member from each VP area & the Pres. area*
- D. Finance - ~~This committee of two members, one of whom will be the Chair-Elect,~~ shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Scholarship - The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.
- F. Amendments - This committee shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.
- G. Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award. *One member from ea. v.p. area & the Pres. area shall serve on the C.H.E.*
- H. Salary - This committee shall compile comparative data and make a salary proposal each year on behalf of the administrative staff.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last three years.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

ARTICLE 3 APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL MEMBERSHIP

Annually the Executive Committee shall assess the apportionment of the ASC membership for the purpose of determining proportional representation on the ASC as provided for in Section III of the Administrative Staff Council Charter. The Executive Committee shall report its findings to the ASC.

ARTICLE 4 ELECTIONS

Section 1: Elections to the Administrative Staff Council

A. Nominations

On completion of the apportionment of the ASC membership, the election committee annually, shall seek nominations of candidates for election to ASC. Nominations shall be made by and from among the total administrative staff by vice presidential or presidential area.

B. Elections

The election committee, annually and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their vice presidential or presidential area.

Section 2: Nominations and Elections to University Standing Committees

Any administrative staff member shall be eligible for membership on University Standing Committees as provided in Article 2, Section 3 of the By-Laws of the Administrative Staff Council.

A. Nominations

Annually the Election Committee will seek from the total administrative staff nominations and volunteers for election to specific University Standing Committees.

B. Election

The Election Committee, annually and upon certification of candidates, shall conduct the election of members to specific University Standing Committees. Votes shall be cast by the total Administrative Staff.

Section 3: Nomination and Election of ASC Officers

The ASC officers shall be those defined in Section IV of the Administrative Staff Council Charter.

A. Nominations

On completion of the election of ASC representatives, the Election Committee, annually shall request of the Executive Committee that it prepare a list of nominees for election as officers of ASC. Also, annually the Election Committee, by notice filed through the Monitor, shall solicit additional nominations for ASC officers by the total Administrative Staff. Nominees for election as ASC officers shall be drawn from the Administrative Staff Council.)

B. Elections

The Election Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total Administrative Staff.

Section 4: Nomination and Election of ASC Area Representatives to the Executive Committee

The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations

Annually the Election Committee will prepare a list by vice presidential area of those ASC members eligible for election to the Executive Committee. A representative must have served a minimum of one year on Council (current term or past term) to be eligible for election to the Executive Committee.

B. Elections

The Election Committee, annually and following certification of candidates shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total Administrative Staff for those candidates in their vice presidential area.

Section 5: Nomination and Selection to ASC Standing Committees

ASC Standing Committees shall be comprised of members of the ASC as provided for in Article 2, Section 2 of the By-Laws of the Administrative Staff Council.

A. Nominations

ASC members may be nominated or may volunteer to serve on ASC Standing Committees. Annually the Election Committee will solicit nominations and volunteers to serve on ASC Standing Committees.

B. Selection

From among the nominees and volunteers, the ASC Executive Committee shall annually fill vacancies on ASC standing committees.

Section 6: General Procedures

- A. The Election Committee shall prepare, distribute, receive and tabulate all nomination forms and election ballots. The person who receives the most votes shall be declared the winner of the election/nomination. In the case when more than one person is to be elected, the corresponding number of top vote getters shall be declared elected. In case of a tie, a runoff election shall be conducted involving only those who tied.
- B. The Election Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The Election Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The Election Committee shall conduct nominations and elections designated in the By-Laws.
- E. The final date for receipt of nomination forms and election ballots is ten (10) work days after distribution by the Election Committee.
- F. The results of all nominations and elections shall be reported to the Administrative Staff Council by the Election Committee at the first regularly scheduled ASC meeting following tabulation of the results.
- G. The Election Committee shall retain all nomination forms, election ballots and working papers for a period of twenty (20) work days following their tabulation after which time they shall be destroyed.

- H. The secretary of ASC shall maintain a permanent record of all nominations and election results.
- I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

ARTICLE 5 VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows.

Section 1: ASC Chair

A vacancy in the position of ASC Chair shall be filled by the Chair-Elect.

If the Chair-elect is unable to fill the position of Chair for the remaining part of the year, the title of Chair-elect is retained, and the ASC Chair vacancy shall be filled by the candidate who received the second highest number of votes for Chair-elect.

Section 2: Other Vacancies

A vacancy in other positions provided for in the Administrative Staff Council Charter and the By-Laws shall be filled by the person who, in the preceding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Executive Committee shall appoint a replacement for that position until the end of the fiscal year.

If a council member chooses to take an approved leave from the council during the term of office, a permanent substitute for the term of the leave from the same constituent group will be chosen by the council member. One month prior to the beginning of the leave period, the name of the substitute shall be submitted to the Executive Committee for confirmation. The substitute shall have full voting privileges and shall meet all obligations of a full council member. Should an approved leave be granted for more than one year, the council member will be obligated to resign.

ARTICLE 6 FINANCE

~~A committee consisting of at least two ASC members, chaired by the Chair-Elect,~~ shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account

This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

ARTICLE 7 OFFICIAL LIAISON

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor", published by the Bowling Green State University Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate, and will serve as a communications link between the two groups. *as necessary*

Section 4: Classified Staff Council

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison will attend meetings of the CSC, and will serve as a communications link between the two groups. *as necessary*

ARTICLE 8 QUORUM

Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of a majority of Administrative Staff Council or committee membership.

Section 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

ARTICLE 9 RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

ARTICLE 10 AMENDMENTS OF BY-LAWS

Section 1

Amendments to the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10% of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the By-Laws may be withdrawn by a majority of the petitioners.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

June 2, 1994

MEMORANDUM

TO: Administrative Staff Council Members

FROM: ASC Amendments Committee
Beverly Stearns, Chair
Brad Browning
Patricia Kania

RE: Proposed Amendment to the Bylaws

The Bylaws Article 2: Committees, Section 4: Ad Hoc Committees states that "after two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee." The chairs of the Ad Hoc External Affairs and Ad Hoc Internal Affairs Committees have requested that each ad hoc committee be made a standing committee.

In accordance with Article 10 Amendments of the Bylaws, this is to propose an amendment to the Bylaws whereby both the Ad Hoc External and Internal Affairs Committees be made standing committees and that they shall be listed as ASC Standing Committees in Article 2, Section 2 as follows:

External Affairs Committee: This committee shall develop ideas and assist in organizing community projects involving administrative staff and shall develop ways to enhance public relations with other on- and off-campus groups and with the media.

Internal Affairs Committee: This committee shall be responsible for the orientation program/materials for new administrative staff members as well as for members of ASC and shall investigate and recommend ways for improving the overall effectiveness of ASC.

Suggested By Laws Changes

Article 2: Committees

Section 2: ASC Standing Committees

Pg. 10 A. Elections Committee - change wording from:

A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and other council members as needed. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.

to: "This committee shall be composed of the ASC secretary, who shall be its chair, the Chair-Elect, and other council members as needed..."

Pg. 11 B. Professional Development Committee - change wording from:

All By-Laws
changes except
Article 2:B
were approved

B. Professional Development Committee - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

to: This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement. The chair of PWC shall be on the Executive Committee.

Pg. 11 C. Personnel/Welfare - change wording from:

C. Personnel/Welfare - This committee shall annually review the administrative staff handbook. The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.

to: This committee shall annually review the administrative staff handbook. The committee shall include at least one member from each vice presidential area and the president's area. The committee shall also review, study and recommend council action or matters involving general salary policies, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions. The chair of PWC shall be on the Executive Committee.

Pg. 11 D. Finance - change wording from:

D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.

to: The Chair-Elect shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.

Pg. 11 G. Ferrari Award - change wording from:

G. Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award.

to: This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award. One member from each vice presidential area and the president's area should be on the committee.

Article 6: Finance

Pg. 16 change wording from:

A committee consisting of at least two ASC members, chaired by the Chair-Elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

to: The Chair-Elect shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

Article 7: Official Liaison

Pg. 17 Section 3: Faculty Senate - change wording from:

The chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

to: The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liason with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate as necessary and will serve as a communications link between the two groups.

Pg. 17 Section 4: Classified Staff Council - change wording from:

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison will attend meetings of the CSC and will serve as a communications link between the two groups.

to: The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison will attend meetings of the CSC as necessary and will serve as a communications link between the two groups.

4/93-1

Beverly Stearns
Assistant to the Dean
University Libraries and Learning Resources



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

January 24, 1994

MEMORANDUM

TO: Administrative Staff Council Members

FROM: ASC Amendments Committee
Beverly Stearns, Chair
Brad Browning
Patricia Kania

RE: Proposed Amendment to the Bylaws

Because some ASC standing committees have experienced difficulty electing a chair in the past, the ASC Amendments Committee proposes that the following amendment be made to the Bylaws in the interest of alleviating committees of this responsibility. An additional benefit of this proposal is that the appointment of chairs could occur at the same time committees are appointed which would facilitate the entire process and expedite initial committee meetings.

ARTICLE 2: Committees Section 2: ASC Standing Committees

Change the text in uppercase from:

The members of ASC standing committees will be ASC members and will be appointed by the Chair. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees will be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees whose members need not be ASC representatives. CHAIRS SHALL BE ELECTED BY THE COMMITTEES UNLESS STATED OTHERWISE. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are: ...

to:

...THE CHAIR OF ASC SHALL APPOINT A CHAIR FOR EACH STANDING COMMITTEE. ...

approved by ASC 2/3/94

Sent to M. Buckenmyer, Personnel 2/21/94 for Handbook change

MISSION STATEMENT FOR ADMINISTRATIVE STAFF COUNCIL

The purpose of the Administrative Staff Council shall be to support the mission of Bowling Green State University through representing administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

II. BENEFITS (continued)

- B. Health Benefits
 - other benefits such as reciprocal fee waivers
- C. Wellness Program
- D. Child Care

III. RESOURCES/PROFESSIONAL DEVELOPMENT (SHORT TERM)

- A. Increase operating and professional development budgets
 - 1. justify by presenting expenses
 - 2. propose rationale for increased expenses
 - 3. establish deadlines
- B. Re-establish Associate Director of Personnel for Administrative Staff
 - 1. Get commitment from Executive Director of Personnel
 - 2. Establish rationale
 - 3. Gain ASC representation on Search Committee (this is already mandated)
- C. Obtain office space for ASC
 - 1. Develop justification and forward to Personnel and Ad Council
 - 2. Consider future growth
- D. Establish funds for clerical support for ASC officers
 - 1. Use personnel support staff first
 - 2. Second year request operating funds
- E. Establish stipend or released time for ASC Officers.
 - 1. Document hours of current leaders
 - 2. Make recommendations based on first year study
 - 3. Fund through ASC operating budget

(LONG TERM)

- F. Succession Planning
 - 1. Develop institutional plan for internal hiring/recruitment
 - 2. Have new Associate Director of Personnel for Administrative Staff work with Professional Development Committee in implementation of succession planning
- G. Paid Leaves
 - 1. First phase, try to get limited professional leave, then longer term. Obtain money to finance
 - 2. Study use of faculty development monies and establish similar budget request for administrative staff as a percentage of salaries
 - 3. Seek external funding

IV. ADMINISTRATIVE STAFF COUNCIL MATTERS-INTERNAL AND EXTERNAL
(SHORT TERM)

- A. Establish two ad hoc committees; internal affairs and external affairs (by making them ad hoc can include members both on and off Council and help newer members participate)
 - 1. Internal Affairs Ad Hoc Committee would be responsible for developing the following:
 - orientation program for new employees (on ASC) and new ASC members; write history of ASC and make part of orientation packet 4/6
 - Study awards for administrative staff, adding new ones? and better recognition of awards obtained
 - Improve meetings to personalize a little more, possibly reconfigure meeting set-up
 - 2. External Affairs Ad Hoc Committee would be responsible for developing the following:
 - Develop ideas for community involvement projects for administrative staff, e.g. Christmas assistance, PBGC, etc.
 - provide assistance for BG Effect
 - develop ways to improve opening day activities for administrative staff
 - work on public relations with other groups on campus and off campus and with media
 - develop a survey of administrative staff regarding awards, community involvement, opening day, etc.
- B. Scholarship Committee
 - 1. Recommend a five year fund-raising goal
 - 2. Explore different ways to increase the scholarship funds
- C. Bylaws-review thoroughly and change where appropriate to reflect the above changes
- D. Discuss inviting guests to ASC Executive Committee meetings once a month, such as Les Barber, John Moore, etc.